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JAN. 21 1991 -

URBAN/MUNICIPAL

AGENDA/MINUTES OF THE PARKS
AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE



URBAN/MUNICIPAL

K.E. AVERY
CITY CLERKJ.J. SCHATZ
DEPUTY CITY CLERK**THE CORPORATION OF THE CITY OF HAMILTON**
OFFICE OF THE CITY CLERKMs. P. Medland
Urban Municipal Collection
2nd Floor
Hamilton Public LibraryTEL: 546-2700
FAX: 546-2095~~1991 January 14~~

URBAN MUNICIPAL

JAN 17 1991

GOVERNMENT DOCUMENTS

NOTICE OF MEETING**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE****Monday, 1991 January 21**
12:00 o'clock noon
Chedoke Golf Course - Club House

**Charlene Coutts, Acting Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee****A G E N D A:**

- A. Welcome and Introduction of Fit Trek Russian Delegation**
- 1. Minutes of the Parks and Recreation Citizens' Advisory Sub-Committee Meeting held 1990 December 10.**
 - 2. Manager of Parks (no copy)**
Donation to Parks Division - from Mountainview Residents for Recreation Hamilton Inc.
 - 3. Chairman's Report (no copy)**

4. Liaison Reports (no copy)

- (a) Arts Advisory Sub-Committee - Joan Rapsavage**
- (b) Gore Park Review Sub-Committee - Lori Peddle**

5. Information Items

- (a) Christmas and New Year's Celebrations**
- (b) Hamilton Winterfest**

6. Open Dialogue with Fit Trek Russian Delegation

7. Other Business

8. Adjournment.

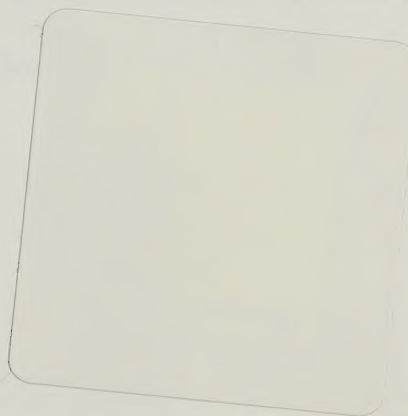
NOTE: Please note a change in location of meeting. The Meeting is being held at Chedoke Golf Course - Club House in order to provide the Fit Trek Russian Delegation an opportunity to view the facilities.

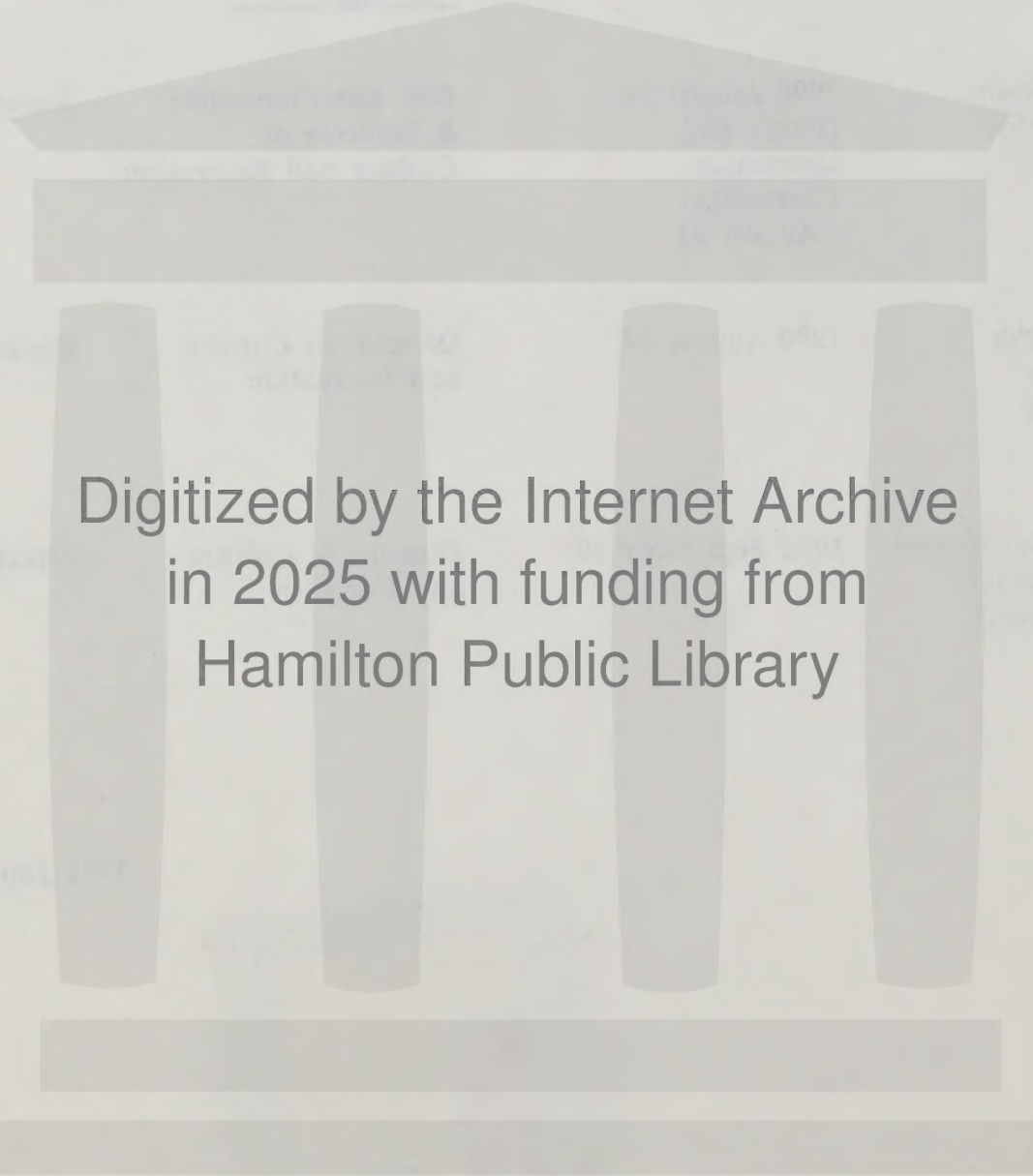
Parks and Recreation Citizens' Advisory Sub-Committee

Outstanding Items

<u>Item</u>	<u>Original Date</u>	<u>Action Required</u> <u>by</u>	<u>Status</u>
Golf Course for Senior Citizens'	1990 August 14 (Parks and Recreation Committee) - August 21	Golf Sub-Committee & Director of Culture and Recreation	Report Pending
Fireworks Display - Safety	1990 August 14	Director of Culture and Recreation	Report Pending
Financial Report re: Special Events	1990 September 10	Director of Culture and Recreation	Report Pending

1991 January 14





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FOR IMMEDIATE RELEASE

FROM RUSSIA WITH LOVE

Hamilton will be host to a delegation of soviets. The soviets from Moscow and Penza, USSR arrive on Saturday January 19 at 4:00 pm into Hamilton Airport.

The Mayor of Penza, Nikolai Antipov and the President of the City Sport Committee, Alexander Buryakov will be accompanied by The People's Deputy of the Supreme Soviet of Byelorussia (Member of legislative Assembly), Sergi Kotov.

The trip is part of the national project sponsored by Fitness Canada and the Federal Ministry For Fitness and Amateur Sport. Hamilton is one of seven cities in Canada chosen for this project. It is to promote the Philosophy of "Recreation" and "Sport For All" As A Wellness Approach to Life and to coordinate the Fit Trek Programme for February 11-16, 1991 between Penza and Hamilton, encouraging winter health and fitness participation on a big scale.

The delegation will be visiting recreation and sports facilities, schools, businesses.

All public are invited to come and give a warm Hamilton welcome to our Soviet friends.

For more information regarding the Soviet visit contact the Culture and Recreation Department at City Hall 546-2750.

Fitness Canada
Condition physique Canada



Government of Canada
Fitness and Amateur Sport

Gouvernement du Canada
Condition physique et Sport amateur

HOWARD
JOHNSON



The Parks and Recreation Citizens' Advisory Sub-Committee met.

There were present:

Mr. Ken Phillips, Chairman
Mr. John Byl
Mr. Frank Hickey
Mr. John Kiriakopoulos
Mr. Hugh McKerracher
Ms. Joan Rapsavage
Mr. Michael Russell
Ms. Lori Peddle

Absent:

Alderman G. Copps - City Business
Alderman T. Murray - City Business
Mr. L. Franco
Mr. F. Mastroianni

There were also Present:

Mr. R. Sugden, Director of Culture and Recreation
Mr. G. Hesson, Culture and Recreation Department
Mr. B. Chrystian, Public Works Department
Ms. S. Merlo-Orzel, Culture and Recreation Department
Mr. G. Maychak, Culture and Recreation Department
Ms. C. Secore, Culture and Recreation Department
Mrs. L. Dale, Secretary

1. INTRODUCTORY REMARKS

The Chairman welcomed the members of the Committee and extended season's greetings to the Sub-Committee members and staff. The Chairman introduced a special guest Mr. Andy Lee who was the first Director of Recreation. The Chairman thanked Mr. Lee for attending and asked him to address the Committee later on in the meeting.

2. MINUTES

The Committee was in receipt of the minutes of the meeting held 1990 November 12 and approved the minutes as circulated.

3. DIRECTOR OF CULTURE AND RECREATION

3.1 International Children's Games - 1993

The Director of Culture and Recreation provided the Committee with a verbal update as to the status of the report being prepared on hosting the International Children's Games for 1993. Mr. Sugden advised that the recommendations will require commitment from the Federal and Provincial Governments by June, 1991 and prior to any City commitment. Mr. Sugden advised that it is anticipated that approximately \$40,000.00 to \$60,000.00 per year will be required in 1991, 1992, 1993. Part of the condition for the Bid includes the City participating in the Games for the next three years. Mr. Sugden advised that the actual hosting will probably be in 1994 rather than in 1993. Further that the cost to host the Games will be approximately \$600,000.00 to \$700,000.00 with the City's cost being approximately \$100,000.00 and the remainder being raised from senior levels of government and the private sector.

Mr. Sugden indicated that the report will be available in the near future. The Committee discussed the need for receiving approval as soon as possible in order to secure corporate funding early in the year for the 1991 Games. Further, Mr. Sugden informed the Committee that he has just received notification that visitors from the Ukraine will be spending time in the City from January 18th to January 22nd. The Committee discussed changing their January 14th meeting date to one week later being January 21st in order to accommodate the visit from the Soviet Delegation. Mr. Sugden indicated that the visiting delegation would like to attend their meeting. The Chairman thanked Mr. Sugden for his report.

4. LIAISON TO FESTIVALS

Ms. Merlo-Orzel advised the Committee that the staff are in the process of meeting with the Festivals as directed at the last meeting and suggested that a liaison representative be appointed from the Sub-Committee to work with staff and the festivals over the next year. The Committee agreed to appoint Mr. J. Kiriakopoulos as the Committee's liaison to the festivals.

5. WINTERFEST

Ms. Merlo-Orzel provided the Committee with a verbal update as to Winterfest activities for 1991.

6. CHRISTMAS AND NEW YEARS CELEBRATIONS

A copy of a report dated 1990 December 10 from the Director of Culture and Recreation was distributed to the Committee for their information updating the activities proposed for Christmas and New Years celebrations.

7. MANAGER OF PARKS

7.1 **Adopt a Park**

Mr. Chrystian updated the Committee with respect to a proposal for an Adopt a Park system. Mr. Chrystian indicated that Cardinal High School has adopted the adjacent park and taken on the task of helping the park to be litter free. This type of project is a pilot project and is being monitored to see whether the project is dependent upon a particular teacher and students. Following review, consideration will be given to working with the School Board to set this project up in a number of areas throughout the City. The Committee suggested if there is any financial savings due to this litter pickup that the funds should go back into the park. Mr. Chrystian advised the Committee that he would keep them up-to-date with respect to this matter.

7.2 **Parks for Environmental Studies**

Mr. Chrystian indicated that discussions are being initiated with the School Board regarding the use of certain parks for environmental studies. Discussions are underway respecting the type of facilities required by the School Board in order to use them as outdoor classrooms. Mr. Chrystian indicated that this would make better use of the local City parks rather than have the students bussed out of the City to such areas as the Dundas Valley. Mr. Chrystian advised that he will report to the Committee, the outcome of these discussions.

7.3 Park Master Plan Update

Mr. Chrystian indicated that a report was forwarded to the Parks and Recreation Committee with respect to the Park Master Plan and that preparation of the Terms of Reference are being prepared. However, proposal calls will not be accepted until after Capital Budget approval. The Master Plan will likely involve a Steering Committee and he will keep the Sub-Committee advised accordingly.

8. CHAIRMAN'S REPORT

The Chairman advised the Committee that the Parks and Recreation Committee and City Council had approved the recommendation on the amending Guidelines for the naming of Parks and the use of Billy Sheering Park by the Neighbour to Neighbour Group for 1991. Further that a letter had been sent to Mr. Sugden and Mr. Matthews with respect to the Committee's request for \$5,000.00 to be placed in the Budget. The Chairman indicated that the Hamilton Naturalist Club have advised that their representative will be Mr. Doug McCallum and that he will be invited to the next meeting.

9. LIAISON REPORTS

9.1 Arts Advisory Sub-Committee

Ms. J. Rapsavage updated the Committee with respect to the Arts Advisory Committee's 2 special meetings on the Hamilton Place Task Force and Hamilton Arts Award. Further there will be a display at City Hall on January 18th with respect to photography from Penza, U.S.S.R. Ms. Rapsavage advised the Committee that a special meeting was scheduled for the evening of December 10th to discuss Arts Awareness Month and a special meeting will be held in January to discuss a funding request from the Tivoli Theatre.

9.2 Gore Park Review Sub-Committee

Ms. L. Peddle advised the Committee that the Sub-Committee is preparing a wish list and there are a number of maintenance issues which have to be looked at and a report will be going forward to the Parks and Recreation Committee in the new year.

9.3 Hockey Committee

Ms. Peddle distributed a report dated 1990 November 28 which was presented by Ms. Peddle to the Hockey Council Executive respecting the House League on City-wide playdown. Ms. Peddle advised that the Executive has indicated that they will review this report.

9.4 Vision 2000

The Committee was advised that the final report will be available for distribution in the near future.

9.5. **Senior Citizens' Recreation Steering Committee**

Was advised that all the approvals are in place and that application is being made for O.M.B. for approval of funding.

10. **INFORMATION ITEMS**

10.1 **Arts Advisory Sub-Committee Vacancy**

The Committee was in receipt of the notice regarding the Arts Advisory Sub-Committee vacancy and that the deadline for applications is 1990 December 17.

10.2 **The Ontario Garden and Flower Festival**

The Committee was in receipt of a promotional brochure on this festival. Mr. Chrystian indicated that organizers had met with the Parks staff in July to see if Parks could be involved in designing a display. The Parks Department indicated that they would be prepared to do this, however, there would be a cost. Mr. Chrystian indicated that Parks at this point have made no commitment to participate in the program and are very disappointed that they are being referred to in the promotional information as being involved.

11. **OTHER BUSINESS**

11.1 **Financial Plan Status**

The Committee asked for a status on the request for a financial plan and Mr. Sugden advised that this information would be going to the Grants Group first and then would be going to the Sub-Committee.

11.2 **Mr. Andy Lee**

Mr. Andy Lee addressed the Committee sharing some of his thoughts as former Director of Culture and Recreation.

There being no further business, the meeting was adjourned.

Taken as read and approved,

**MR. K. PHILLIPS, CHAIRMAN
PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

**Lynn Dale
Secretary**

FOR INFORMATION

5(a)

REPORT TO: Mrs. Lynn Dale, Secretary
Parks and Recreation Citizen's
Advisory Sub-Committee

FROM: Mr. R. Sugden, Director
Culture and Recreation

DATE: 1990 January 9
COMM FILE:
DEPT FILE:

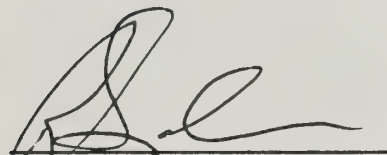
SUBJECT: Hamilton Winterfest

BACKGROUND:

Attached is an invitation to all members to attend the Press Conference on Tuesday January 22, 1991 at 5 pm at Chedoke Winter Sports Park to kick off the Winterfest events.

The brochure outlining all the events that are scheduled is also included, along with skating passes for the Free Open Skate Day at both Copps Coliseum and Mountain Skating Centre.

Please feel free to attend all of the events. For events that require registration or if there are any questions please contact Shelley Merlo Orzel, Events Coordinator.



R. Sugden, Director
Culture and Recreation

FOR INFORMATION

5 (b)

REPORT TO: Mrs. Lynn Dale, Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

FROM: Mr. R. Sugden, Director
Culture and Recreation

DATE: 1991 January 10
COMM FILE:
DEPT FILE:

SUBJECT: Christmas and New Year's Celebrations

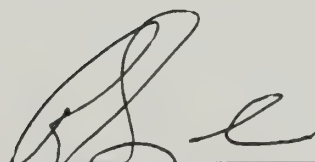
BACKGROUND:

This year's Christmas and New Year's Celebrations were a success.

Christmas programming was offered over two weeks (Thurs., Fri., and Sat.) with one cancellation due to inclement weather. Various schools and ethnic choirs, Drum and Bugle Corps. and Vox Nouveaux Choir entertained people who came out to watch.

Considering the damages to the Christmas decorations, Gore Park was fully dressed in Christmas glitter from ethnic organizations, The Downtown B.I.A. and Public Works Department.

New Year's Eve festivities (including hot apple cider and donuts) were enjoyed by approximately 4,000 spectators who braved the cold weather to watch Lone Star Oasis, Fred Percer & the Washingtons and Ray Lyell and the Storm ring in the New Year. Matt Hayes of CHCH-TV and Dale Parker from CKOC assisted Mayor Morrow with the celebrations.



R. Sugden, Director
Culture and Recreation

c.c. J. Pavelka, Director
Public Works



Ms. P. Medland
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URBAN/MUNICIPAL

CA4 ON HBL A05
CIPIP 1991

1991 February 13

NOTICE OF MEETING

**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

**Tuesday, 1991 March 05
12:00 o'clock noon
Room 219, City Hall**

Stella Glover, Acting Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

Please be advised that there will be a Special Meeting of the Parks and Recreation Citizens' Advisory Sub-Committee at the above noted time and place. Please note that this replaces the February 25 meeting which was previously scheduled.

The purpose of this meeting is to hear submissions from the "It's Your Festival" and "Earthsong" organizers with regard to the possible amalgamation of these two festivals.

A temporary parking permit is attached for your convenience.

cc: Members, Parks and Recreation Committee
Mr. K. Beattie, Grants Co-ordinator

K.E. AVERY
CITY CLERK

J.J. SCHATZ
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1991 March 04

NOTICE OF MEETING

**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

**Monday, 1991 March 11
12:00 o'clock noon
Room 219, City Hall**

Stella Glover, Acting Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

AGENDA:

1. Minutes of the Parks and Recreation Citizens' Advisory Sub-Committee Meeting held 1991 February 11.
2. **DIRECTOR OF CULTURE AND RECREATION**
Draft Policy Document Re: Program Restructuring

3. **Chairman's Report (no copy)**

4. **LIAISON REPORT (no copy)**

Arts Advisory Sub-Committee - J. Rapsavage

5. **Status of Proposed Amalgamation of Festivals**

6. **OTHER BUSINESS**

7. **ADJOURNMENT.**

Parks and Recreation Citizens' Advisory Sub-Committee

Outstanding Items

<u>Item</u>	<u>Original Date</u>	<u>Action Required</u> <u>by</u>	<u>Status</u>
Golf Course for Senior Citizens'	1990 August 14 (Parks and Recreation Committee) - August 21	Golf Sub-Committee & Director of Culture and Recreation	Report Pending
Fireworks Display - Safety	1990 August 14	Director of Culture and Recreation	Report Pending
Financial Report re: Special Events	1990 September 10	Director of Culture and Recreation	Report Pending
Special Meeting to discuss Parkland	1990 September 10	Manager of Parks	Tabled Meeting P e n d i n g Preparation of Parks Master Plan
1993 International Children's Games	1990 September 10	Director of Culture and Recreation	Report re: S t e e r i n g Committee

Festivals 1991 Site 1990 November 12

**Director of Culture
and Recreation**

**Discussion with
F e s t i v a l
O r g a n i z e r s
location of It's
Your Festival
& Earthsong**

**Eastwood Park 1990 November 12
- Festivals**

**Director of Culture
and Recreation/
Manager of Parks**

**Investigate
Feasibility as
permanent site
for Festivals**

**Hamilton Sports 1991 February 11
Council Liaison (Parks & Recreation
Committee - Feb. 19)**

**Director of Culture
and Recreation**

**Report Re:
Liaison with
Hamilton Sports
Council**

1991 March 04

Monday, 1991 February 11
12:00 o'clock noon
Room 219, City Hall

The Parks and Recreation Citizens' Advisory Sub-Committee met.

There were present: Mr. K. Phillips, Chairman
Mr. J. Byl
Mr. J. Kiriakopoulos
Mr. M. Russell
Mr. H. McKerracher
Ms. J. Rapsavage
Mr. L. Franco
Ms. L. Peddle

Regrets: Alderman G. Copps
Alderman T. Murray
Mr. F. Hickey
Mr. Mastroianni

Also present: Mr. B. Sugden, Director, Culture and Recreation Department
Mr. G. Hesson, Culture and Recreation Department
Ms. S. Merlo-Orzell, Culture and Recreation Department
Mrs. V. Papadopoulos - Hamilton Folk Arts Heritage Council
Mrs. S. Glover, Acting Secretary

1. 1993 INTERNATIONAL CHILDREN'S GAMES

The Sub-Committee were in receipt of an Information Report from the Director of Culture and Recreation with regard to the 1993 International Children's Games.

Mr. Sugden said he was awaiting a response from the Province and Federal levels of Government. He said this response would probably not be received until mid to late February and he felt that the Federal level support would be needed before Provincial level support could be received.

Mr. Sugden said that a three year commitment would be required and advised the Committee that it would then be more costly if they went to another City as the Sub-Committee would be responsible for accommodation costs. He said this would be a Parks and Recreation Budget Item during the next week but that it would be conditional upon senior level of Government funding.

It was suggested that the Steering Committee be active immediately, meeting once a month and then every second month, after which the full group would come together. Mr. Sugden suggested that the next letter to the Federal and Provincial Governments state the Steering Committee dates and that the Committee would welcome Federal and Provincial representation on those dates.

After discussion the Sub-Committee agreed as follows:

- (a) That a Steering Committee be established to address hosting and lead up participation, the combination of which to be:
1. Representation from Citizens' Advisory Sub-Committee
 2. Representation from Sports Council
 3. Representation from Department of Culture and Recreation

The Steering Committee would expand to incorporate:

4. Provincial Representation
 5. Federal Representation
 6. Corporate Fundraiser
 7. Parks and Recreation/Council Representation
- (b) That the Parks and Recreation Citizens' Advisory Sub-Committee Representative on this Steering Committee be Mr. Ken Phillips.

2. MINUTES OF MEETING

The Minutes of the Meeting dated 1991 January 22 were adopted.

3. HAMILTON SPORTS COUNCIL

The Sub-Committee was in receipt of a report from Mr. John Byl with regard to Hamilton Sports Council.

Mr. Byl said he had been impressed with what the Sports Council were doing and because of shared similar interests he felt that it would be of benefit to have a representative of the Citizens' Advisory Sub-Committee on the Hamilton Sports Council and vice versa.

The Sub-Committee agreed as follows:

- (a) That an invitation be extended to the Hamilton Sports Council to have a representative liaise with the Parks and Recreation Citizens' Advisory Sub-Committee.
- (b) That a Member of the Parks and Recreation Citizens' Advisory Sub-Committee be appointed to liaise with the Hamilton Sports Council with the responsibility of keeping the Sub-Committee up to date on the work of the Sports Council, such Member to be Mr. John Byl.

4. LIAISON REPORTS

HOCKEY SUB-COMMITTEE - LORI PEDDLE

Ms. Peddle advised the Sub-Committee of a response she had received from Mr. Wally Karron, Vice President of House Leagues with the Hockey Council with regard to observations that the percentages of participants playing out of each arena were not representative of how they played the round robin. Ms. Peddle said that Mr. Karron had informed her that they would be left as is - "Rink vs. Rink".

5. GORE PARK REVIEW SUB-COMMITTEE - LORI PEDDLE

Ms. Peddle said there was no report for the Gore Park Review Sub-Committee and the Chairman directed that the Gore Park Review and Hockey Sub-Committee no longer appear as regular items on the agenda.

At this point the Sub-Committee adjourned to the Council Chambers to hear the Ministers announcement with regard to the Hamilton Senior Games.

The Sub-Committee then reconvened.

6. **ARTS ADVISORY SUB-COMMITTEE - JOAN RAPSavage**

Ms. Joan Rapsavage reported for the Arts Advisory Sub-Committee and said a meeting had been held to get a birds eye view of the Tivoli Theatre. Ms. Rapsavage said the renovation would restore the building to the 1924 period, a fire place was to be replaced in the lobby, chairs would be moved closer together in order to seat approximately 925 people, the stage was to be enlarged, the orchestra pit moved, and a bar installed in the former fly tower.

Ms. Rapsavage stated that the building was in excellent shape and that the second floor was converted to offices with the third floor left open in order that professional dance groups could have rehearsal space. She said the Arts Advisory Sub-Committee had endorsed the owners request for financial assistance for the restoration of the Tivoli Theatre and that it was necessary for the Board of Directors to be in place before Federal Funding could be obtained.

Referring to Arts Awareness Week, Ms. Rapsavage said plans were going ahead and a logo was needed to accompany the slogan "Art Works in Hamilton - We Have It All".

Ms. Rapsavage said there was hope that the CNR Railroad Station would be designated as a Heritage Railroad Station. She said the Ministry of Environment had approved this although a designation have not yet been received. It was noted that Members of the Arts Advisory Sub-Committee had expressed concern with the fact that Richard Gail had been let go with only one weeks notice and a letter had been sent to the Radio Station in this regard.

Mr. McKerracher expressed concern that the new Theatre Aquarius Theatre and the restored Tivoli Theatre could result in further business being lost by Hamilton Place.

Ms. Rapsavage stated however that the Arts Advisory Sub-Committee did not look upon this as a threat and felt that the more facilities available the better.

7. **CHAIRMAN'S REPORT**

The Chairman said he had attended the Winterfest News Conference which had been well attended and was a well organized evening. He said he had also attended the Mayors dinner for delegates from Russia which had proved to be an interesting evening. He expressed disappointment, however, that although he attended the luncheon offered for the Ontario Recreation Society Conference he had not been able to attend the Recreation Conference and asked the Recreation Department, if, when hosting this Conference in the future, the Sub-Committee be advised in order that members could attend seminars etc. He complimented the Recreation Department on their successful Conference. The Recreation Department representatives said that this would be done.

The Chairman informed the Sub-Committee that two letters of thanks had been sent out since the last meeting, one to John Norris and the other to former Secretary Lynn Dale.

8. **FESTIVALS**

The Sub-Committee were in receipt of a report from Mr. John Kiriakopoulos with regard to a special meeting between Hamilton Folk Arts Heritage Council and Creative Arts. He said he felt in the future some decision would have to be made as both the organizations held events on the same day and it was not beneficial to tax payers or the organizing groups as this resulted in a split crowd. He said if the Organizations could not reach a decision with regard to the shared date, the City would have to make the decision.

Mr. Kiriakopoulos pointed out that both groups had already made plans for 1991 so he did not feel anything could be done that year.

Mrs. Papadopoulos, a Member of the Folk Arts Council was in attendance and responded to remarks that few ethnic communities were represented at the "It's Your Day Festival" in the previous year. She said the number of ethnic groups had been increased in 1991. She pointed out that the festival had just broken even the previous year and did not receive any grant from the City of Hamilton. She said the Folk Arts Council did not have paid employees but did have a President, Secretary and Treasurer that worked on a voluntary basis.

Mrs. Papadopoulos, said that the Folk Arts Council attempted to promote local talent rather than bringing in groups from Toronto.

Mr. Sugden, provided the background to two meetings which had taken place in this regard and said the question which the Grants Sub-Committee would be facing was should Council support two festivals which could conflict with each other.

Mr. Sugden said neither group could be labelled as commercial as they were non-profit organizations and therefore any monies made had to be turned back into the Community.

After considerable discussion, the Sub-Committee agreed as follows:

- (a) That a special meeting of the Parks and Recreation Citizens' Advisory Sub-Committee be held during the next few weeks to discuss the possible amalgamation of the "It's Your Festival" and "Earthsong Festivals".
- (b) That the "It's Your Festival" and "Earthsong" Organizers be invited to the attend such meeting and present their cases in an attempt to resolve this issue.

9. **CARI-CAN FESTIVAL**

The Sub-Committee were advised that the Cari-Can Festival Organizers had been requested to move the Cari-Can Festival from Dundurn Park because of damage resulting from large vehicles involved in the parade. A response had not yet been forthcoming in this regard.

There being no further business the meeting then adjourned.

TAKEN AS READ AND APPROVED,

Stella Glover
Acting Secretary

MR. KEN PHILLIPS, CHAIRMAN
PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE

2.

CITY OF HAMILTON
- INFORMATION -

DATE: 1991 February 20

REPORT TO: Secretary
Parks and Recreation Citizen's Advisory Committee

FROM: Mr. Bob Sugden
Director of Culture and Recreation

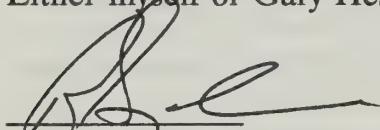
SUBJECT: Program Restructuring

BACKGROUND:

Please find attached a DRAFT policy document that addresses program registration and fees under a new format.

The staff anticipate finalizing a recommendation report in April 1991 and would be pleased to receive any comments or concerns.

Either myself or Gary Hesson can be reached for clarifications.



Robert Sugden

c.c. L. Sage, Chief Administrative Officer
E. Matthews, City Treasurer

Attach.

DEPARTMENT OF CULTURE & RECREATION

INFORMATION REPORT

**SUBJECT: PROGRAM RESTRUCTURING - DRAFT
RECREATIONAL DIVISION APPLICATION/PLANNING DOCUMENT**

BACKGROUND

The Department of Culture and Recreation completed a Master Plan Report in 1986. Subsequently, there was an Operational Review and a Consultants Managerial Audit.

In 1989, the Department initiated action which resulted in a new mission-mandate, an Organizational Renewal and Vision 2000 (The Facilities Needs Study).

Over the past three months, the Department, with outside assistance and cross-provincial analysis has developed programming research which will effect the delivery of recreational services for the future.

BASIS

The Department has traditionally developed programming on an incremental basis. Playgrounds to school gyms to recreation centres to specialized programs. This has worked well as the needs expanded. Similarly staffing levels were adjusted and added. Traditional incremental program structuring can develop intrinsic flaws which manifest themselves in operational hardships and difficulties. This was experienced in facility needs shortfalls and such organizational hot spots experienced in minor hockey and on the other side, arts. The Department has been responding to identified situational sensitive areas with success. The need, however, is now being examined on the basis of the paradigm principle across the full mandate for Departmental Services.

PARADIGM

The paradigm approach is intensely different from the historical perspective of development, but cannot be considered without an appreciation for the incremental needs which have been addressed over the years. It does address "sweeping clean" but is acutely sensitive to the strengths of what has proceeded and what the reality of tomorrow will be in context of today. A paradigm follows a new pattern and takes the shopping list of today's programs and services, from a new base. The new pattern is established upon the "core" activities of the Department. This "core" evaluation has included a genuine review of what is being done best and who is delivering this best. Ways and means of a paradigm respect the background while presenting an efficient restructuring.

PARADIGM CONTINUED...

The purest elements of paradigm suggests the future is not an extension of the past. One must step back to see what is really happening and move to a zero-defect production philosophy. Similar to zero budgeting paradigm programming goes back to zero and leaves behind established patterns as the only way to do something. Managing this change requires internal and external understanding of the core competencies. Quality is expected by everyone and today's mission includes total customer services within a market driven community.

Our past success guarantees nothing, as the swiss watch makers learned in the eighties. The swiss had captured 68% of the world market for watches. They exemplified quality and their well balanced time pieces were status symbols internally. Ironically their paradigm paralysis blinded the front office when their own research laboratories discovered the quartz system. The rest is history, the patent was not protected and today they retain 10% of the timekeeping market.

Quality does not travel established boundaries, one must match expectations of our public without filtering out the incoming data. It is not without risk when one redirects and empowers new energies. Proactive strategies suggest we cut and run within a learning organization. Paradigm is a choice to change and those who say it cannot be done must get clear of those who are doing it.

RECREATIONAL DIVISION APPLICATION

As indicated, this application of the paradigm principle is being specific to the recreational programs and services. The terms of reference will encompass:

1. Core Programs
2. Community Services
3. Rates And Fees
4. Staff Responsibilities
5. Facilities And Equipment
6. Paradigm Programming
7. Implementation And Strategy

Because the nature of our current economy is suspect this application looks at the short term in a very different way than the longer synopsis.

This schedule would require rationalizing in one way.

1. CORE PROGRAMS

The ranking of core services has been established based upon competencies, ability to deliver, response from users and efficiency levels. The delivery environments are:

- Recreation Centres
- Arenas
- Summer Programming

Thus, the more complex core evaluation was obvious in the Recreation Centres where your round multi-programming is conducted.

It should be appreciated that aging facilities can effect the delivery of programs, but more from the design than from maintenance.

The ranking core results are:

1. Swimming Instruction
2. Recreational Swimming
3. Fitness And Aerobics
4. Basketball Leagues
5. Pre-School Programs
6. Dance Instruction - Youth
7. Gymnastics
8. Soccer
9. Volleyball
10. Special Interest And Hobbies

Other positionings might be considered as contributing to these front runners but would not effect the ranking by more than three points. Thus in no results could a combination of gymnasium hockey and indoor games rate higher than eight.

2. COMMUNITY SERVICES

Pragmatically, recreation programs must be contributing to health and security levels of citizens to be offered under the public charter. This dramatic principle impacts the communities of our City as a service more appropriately aimed at mid to low income families. A strong case from the private sector would be made should target programs and markets be in conflict. As a Department of Municipal Government, the delivery of services must respond to the mission statements and goals sensitive to both the dignity and rights of each citizen and to facilitate equal access to leisure opportunities. This factor refers to age, geography, disabilities and financial status.

SPECIAL NOTE: Community services are not uniformly provided across facilities nor geographic areas of Hamilton. The shortfall of programs to non-serviced "pocket-communities" will be considered under separate cover but must be a factor in responsibly addressing the Departmental Mission.

The range of core programs do serve community needs, however, a social consciousness in delivery might be enhanced and reflect more clearly in both membership and non-member philosophies. It could not be substantiated that program planning has been a consultive process on more than one level. Such scope is limiting and will be part of remedial work as a facilitative role becomes more pronounced. Service may not change remarkably but indications of both registration and scheduling have been a focus of comments.

3. RATES & FEES

Given that the core programs have been successful and by response patterns serve a community purpose, the next level of perspective covers the rate and fee schedule, and critically how it serves both the community and the revenue base. The principle of universal use has been recommended since 1986 and now implemented successfully. The membership rates have been accelerating while the user schedule has been reduced. Generally a membership replaces single admission payments for programs. The pre-requisite nature drives the strength of purchases specifically noticed in swimming instruction. A strong case can be made to plateau the membership card and focus on the service fees for the primary courses. The market outside of the Department and outside of the Municipality have opted for this more equitable approach. Certainly either memberships should be plateaued or increased to be all inclusive. The later, however, precludes the target market and develops an elitist nature. Under the paradigm, the City of Hamilton would consider a family membership ceiling of \$50.00 with courses based on 10 - 12 weeks ranging from \$10. - \$25. As a recreational authority this departure would refocus on the public nature of programming and adopt a fee for service level that addresses the common market. Under such rates the recovery or investment would be pronounced.

4. STAFF RESPONSIBILITIES

This aspect of program restructuring would be the swiftest to respond. The core aquatics have high quality programming and would be enhanced. This past year non-aquatic staff have responded to the facilitative role and should find the transition more rewarding. Staff levels would be directly influenced by the program registration and participation. An awareness workshop and community forum will be viewed as a clear signal to responsible programming.

5. FACILITIES AND EQUIPMENT

Combinations of staff and public indicate a concern for facility design, upkeep and equipment provision. Assuredly new facilities and retrofits must address the design features but the focus at existing locations must be towards upgrading. Equipment has been adequate but show signs of the times and the staff reflect a concern for input level on the quality levels.

6. PARADIGM PROGRAMMING

Changing a well established way to doing business must be viewed by all within the parameters as direction beneficial and uplifting. A sense of ownership in the process and the desired results cannot be lost. These reasons support a consultive approach. Although the baseline for restructuring can be presented within this package, the final determination and benefits must be arrived at together.

1. The core ranking should be reviewed by staff.
2. The community service principles should be tested by committee, public and staff.
3. The restructuring proposal for rates and fees (appendix A) should be reviewed by committee and staff.
4. The staffing shift on a facilitative line should be reinforced.
5. The "tenancy" issue which places the Department and staff within a building controlled by another Department should be re-evaluated for facility and chattel issues.
6. The upgrading of how the programs are presented to the public in media form should be reviewed and re-financed.
7. The registration format must be upgraded by current and future technology to serve the public better.
8. The economic thrust of reduced dependency of tax support for specific programs should be developed.
9. The accountability of each unit should be established with front line staff and support groups.

10. A performance appraisal process should be extended to programming which measures standards, registration, community services, economics and staffing.

These challenges may address the characteristics of the terms of reference but should not be considered all inclusive. The touch on creative solutions and boundaries within the pro-active strategy of a paradigm.

IMPLEMENTATION AND STRATEGY

At the present time, implementation of change can be seen to be driven by the economy. Such factors are:

- Active/Imposed Change
- Cost Saving Measures
- True User Costs
- Equality
- Service Cuts

However, the elements of a substantial mission statement, do not isolate the economy and in fact support taking control over the efforts, the resource allocation and being the lead service to the community.

Moving to an organizational inter-dependency and less dependency on tax revenues require new levels of teamwork, joint ventures and multi-player ownership. Adopting short timeframes and implementing in a recessionary period will complicate the short term but should not impede the long term plan.

The current economic climate indicates a short term strategy in 1991 for the focus of core programmes, staffing and rates/fees. These elements will continue into the 1992 - 1996 period for community development, facilities, equipment and partnerships.

The circulation of this continuum will be to the Parks and Recreation Committee, the Advisory Committees and our staff in February 1991. Focus meetings will be held in March and April before the draft document be adopted as the direction for program restructuring.

APPENDIX A

PROGRAM RESTRUCTURING - CORE COMPETENCIES

FEBRUARY 1991

RATES & FEES - PHASE I

Within the planning document, a strong rationalization has been made on current program levels and the fee schedule under a restructuring a shift will be made to a membership service level and a compliment fee for service level in the core programs.

- A) The current membership rates will be plateaued or reduced to reflect the base services and the registered programs.

Present membership access (without additional fees/registration)

- Public Swimming
- Drop-In Activities
- Gym Programs
- Basic Club - Interest Areas

Present (resident) rates for membership (plus G.S.T.)

- Family \$68.
- Youth \$16. (13 - 17 years)
- Adult \$44.
- Child \$11. (12 and under)
- Seniors/Disabled \$7.

Present course rates with membership (plus G.S.T.)

- Aquatic Classes \$ 5. (10 - 14 weeks)
- Specialty Aerobics \$25. (10 weeks)
- Sport Instructional \$10. - \$50.
- Social Programs \$ 2. - \$10. (week) (session)

The desired level will incorporate the age rebates for G.S.T. and a clear membership level followed by rates and fees scheduling.

Proposed membership rates (including G.S.T)

- Family \$60.
- Youth \$15. (15 - 17 years)
- Adult \$40.
- Child \$10. (14 and under)
- Seniors/Disabled \$10.

Proposed course rates (with membership including G.S.T.)

CORE PROGRAM/SWIMMING INSTRUCTION

Children/Seniors/Disabled	\$20. (10 weeks)
Adult/Youth	\$25. (10 weeks)

These fees include award costs, testing and instructional aids. Advanced courses and qualifications are dictated by the course conductors from Red Cross, Royal Lifesaving and National Lifeguard Programs.

<u>FITNESS & AEROBIC</u>	\$25. (10 weeks)
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<u>SPORT & LEAGUE PROGRAMS</u>	\$25. (per session)
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<u>SOCIAL SUPPORT PROGRAMS</u>	\$ 2. (per session)
	\$10. (per week)

<u>SPECIAL INTEREST & HOBBY CLUBS</u>	Base Plus Equipment & Supplies
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A clear distinction will be made in all promotional materials to show departmental programs and programs sponsored/organized by outside bodies which contractually use public facilities.

It should be noted that initial review indicate that such course controls and pre-registration format would not create reduced accountability at a re-registration level of 60%. It would shift the support funding to specific users and encourage greater membership use in base services.

An inclusive 10% surcharge would be designated for provision for major maintenance and renewal.

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J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 April 2

NOTICE OF CANCELLATION

Parks and Recreation Citizens' Advisory Sub-Committee
Monday, 1991 April 8
12:00 o'clock noon
Room 219, City Hall

A handwritten signature in cursive script that reads "Stella Glover".

Stella Glover, Acting Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

Please be advised that the Parks and Recreation Citizens' Advisory Sub-Committee meeting scheduled for 1991 April 8 has been **CANCELLED**. The next meeting of the Parks and Recreation Citizen's Advisory Sub-Committee will now be 1991 May 13.



K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
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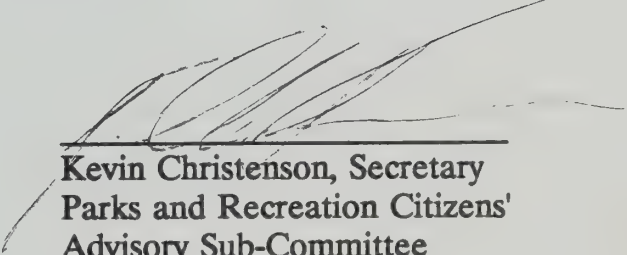
1991 May 6

URBAN MUNICIPAL
GOVERNMENT DOCUMENTS

NOTICE OF MEETING

**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

**Monday, 1991 May 13
12:00 o'clock noon
Room 219, City Hall**


Kevin Christenson, Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

AGENDA:

1. Minutes of the Parks and Recreation Citizens' Advisory Sub-Committee Meetings:
 - (a) 1991 March 5
 - (b) 1991 March 11

2. MANAGER OF PARKS

Parks Name Selection - Elmar Park

3. Chairman's Report (no copy)

4. LIAISON REPORT (no copy)

Arts Advisory Sub-Committee - J. Rapsavage

5. INFORMATION ITEM

Correspondence from Director of Regional Planning re: Watershed Plan

6. OTHER BUSINESS

7. ADJOURNMENT.

Parks and Recreation Citizens' Advisory Sub-Committee

Outstanding Items

<u>Item</u>	<u>Original Date</u>	<u>Action Required</u> <u>by</u>	<u>Status</u>
Golf Course for Senior Citizens'	1990 August 14 (Parks and Recreation Committee) - August 21	Golf Sub-Committee & Director of Culture and Recreation	Report Pending
Fireworks Display - Safety	1990 August 14	Director of Culture and Recreation	Report Pending
Financial Report re: Special Events	1990 September 10	Director of Culture and Recreation	Report Pending
Special Meeting to discuss Parkland	1990 September 10	Manager of Parks	Tabled Meeting P e n d i n g Preparation of Parks Master Plan
1993 International Children's Games	1990 September 10	Director of Culture and Recreation	Report re: S t e e r i n g Committee

**Eastwood Park
- Festivals**

1990 November 12

**Director of Culture
and Recreation/
Manager of Parks**

**Investigate
Feasibility as
permanent site
for Festivals**

1991 May 6

Monday, 1991 March 05
12:00 o'clock noon
Room 219, City Hall

The Parks and Recreation Citizens' Advisory Sub-Committee met.

There were present: Mr. K. Phillips, Chairman
Alderman G. Copps, Vice-Chairman
Mr. J. Kiriakopoulos
Mr. J. Byl
Mr. H. McKerracher
Ms. J. Rapsavage
Ms. L. Peddle
Mr. L. Franco

1.(a)

Regrets: Alderman T. Murray (City Business)
Mr. F. Hickey

Also present: Alderman T. Cooke
Alderman M. Kiss
Mr. D. McCallum, Hamilton Naturalist Club
Mr. R. Sugden, Director, Culture and Recreation Department
Ms. S. Merlo-Orzell, Culture and Recreation Department
Mr. R. Chrystian, Public Works Department
Mrs. S. Glover, Acting Secretary

1. CHAIRMAN'S REMARK'S

The Chairman called the meeting to order and thanked all for attending. He said the purpose of this special meeting was to hear presentations from the Hamilton Folk Arts Council and representative of Earthsong. He advised that this would be an information meeting and that the Parks and Recreation Citizens' Advisory Sub-Committee would be making a recommendation based upon this information to the Parks and Recreation Committee with regard to the Festivals.

The Chairman introduced Mr. Bill Powell, General Manager of Creative Arts who spoke on behalf of Earthsong. Mr. Powell introduced Mr. Brian O'Hollaren and Ms. Jan Norris, Members of the Creative Arts Board.

Mr. Powell then made a presentation on behalf of Earthsong, copy attached hereto and marked Appendix "A".

2. DIRECTOR OF CULTURE AND RECREATION

The Director of Culture and Recreation advised the Sub-Committee of the background with regard to the Earthsong and It's Your Festival applications. He explained that It's Your Festival had been operating from Gage Park for the past 20 years and although the previous organizer had announced termination of the event in 1989 the Folk Arts Festival had gone ahead and organized the festival at the last minute.

Mr. Sugden gave the background to the Earthsong Festival and its participation in the Canada Day celebrations.

Mr. Sugden said it was the intention of the Department of Culture and Recreation to prepare a recommendation to locate a major festival park in the City. He said that no time line had been set for when this would occur and that considerable discussion had taken place about the future festival park in the City. He said he had met with other festival organizers to make sure that all requirements would be met and that it was not intended that there would never be any festivals at Dundurn Park, but that it was the size of the festivals that was a problem. Mr. Sugden said that his experience with Earthsong was that it had complimented Dundurn Castle.

The Committee then questioned Mr. Powell who provided the following information.

Mr. Powell said if Earthsong could not have Dundurn Park, it would take two years to adequately prepare for a festival. He pointed out that a portable generating station had been brought in to cause the minimum amount of damage to grass etc. This had cost roughly \$2,000. to implement and the cable was cut to length to accommodate this. He said it was hoped to use this cable for two or three years to recoup the investment and that to move the event to a larger venue without hills and valleys would certainly lose the ambience which had been created for the event.

In response to a concern regarding Earthsong charging for parking at Dundurn Castle, Mr. Powell said that this problem had been addressed and if there was a charge for parking the visitor would be reimbursed in full if they toured the Castle. It was Mr. Powell's opinion that this would really help to promote the Castle by encouraging tourists and even Hamiltonians to tour the Castle.

Responding to a question, Mr. Powell said that Earthsong would be asking the Grants Committee for a grant for the Earthsong Festival in 1991.

The Director of Culture and Recreation was asked what the City's fireworks display plans were for the year as it was possible that these would add to the festival. Mr. Sugden said the budget was not approved at that time but that the subsequent recommendation would deal with one firework display rather than two displays. He said the date for the display would be determined by the Parks and Recreation Committee.

Mr. Powell pointed out that Earthsong and It's Your Festival were two entirely different events and that while Earthsong was professional the other event although good, was a voluntary event. He said that Earthsong and Creative Arts had been put in a divisive situation and that he did not want to take over the It's Your Festival event and had simply responded to a request from Committee to sit down and look at the possibility of amalgamation, however, these were still two entirely different events.

Mr. Powell said he was still open to discussion but that arrangements must move ahead.

In response to a question regarding financial statements, Mr. Sugden explained the requirement that the Grants Sub-Committee review the financial statements before they were passed to the Committee.

Responding to a question from Alderman Cooke, a Council Member and Member of the Organization, the Chairman said the mandate of the Committee was to clear up all special events which happened within the City in the City Parks and it was therefore within the Committee's jurisdiction to make a recommendation to the Grants Committee as well as the disposition of the Parks for that particular weekend.

Alderman Cooke pointed out that Earthsong had moved at the request of the City to fill a void. He agreed that the two events were very different and said he felt that if a way to bring the two events together could not be found, there was room for both groups. He pointed out that Earthsong did not make a profit and said Earthsong was not there to compete and that he did not think this should be happening.

The Chairman thanked Mr. Powell for his presentation and explained that the matter will be discussed at the next meeting of the Parks and Recreation Citizens' Advisory Sub-Committee to be held on Monday, 1991 March 11.

The Chairman then introduced Mr. Harnold Toomsalu, President of the Hamilton Folk Heritage Council. Mr. Toomsalu said five members of his board were present at the meeting together with various representatives from interested groups. He then read a presentation which he said reflected the feelings of the Hamilton Folk Arts Heritage Council with regard to the proposed amalgamation, copy attached hereto as Appendix "B".

Mr. Toomsalu circulated a photograph album showing approximately 50 years of festivals.

Mr. Toomsalu then responded to questions from the Committee. He said the Province no longer funded the festival and that the Federal Government only funded Canada Day Festivals. An application in this regard had not yet been made for Canada Day.

Mr. Toomsalu said that 14 ethnic groups had committed themselves for the July 01 Festival in 1991 and that 10 ethnic groups had attended in the previous year.

In responding to the statement that the biggest complaint against "It's Your Festival" in recent years was that it had deteriorated into a flea market type event, Mr. Toomsalu explained that it was necessary to have revenue and therefore, craft people had been invited to sell hand made goods. Unfortunately, however, approximately three vendors had entered the festival in the previous year who were selling flea market type items and who had been asked to desist from doing so. He said every effort would be made to eliminate such stalls in 1991.

Mr. Toomsalu said "It's Your Festival" were asking for a \$40,000 grant from the City that year. He said rental charges for booths would be \$500 per day, \$1,500 for three days for groups which could afford it, and that this would include tables, chairs, tent, electricity, etc.

Responding to suggestions that the July 1st date might be changed, Mr. Toomsalu said that everyone associated "It's Your Day Festival" with the Canada Day Celebrations. He said people expected them to be in Gage Park on this day and that if the venue had to be changed they might as well forget about it. Mr. Toomsalu said he was unaware of the accounting but would estimate that more than 50,000 people attended the previous years events over the 3 day period.

Mr. Toomsalu confirmed that no professional organizations were running food booths and that there had been no health food violations.

In regard to the possibility of the festival proceeding if no grant application were forthcoming, Mr. Toomsalu said that the organization would attempt to continue but that it would be very hard without funding.

When asked how many arts and crafts had committed to the festival this years, Mr. Toomsalu said that no applications had been sent out yet as the organization were unsure what would happen. However, he said at least 15 phone calls had been received and it was expected that about 60 different arts and crafts vendors would be in attendance. He confirmed that no monies had been committed for advertising to date. Responding to a questions, Mr. Toomsalu said that no one wished to join Earthsong and that It's Your Festival represented local people and would be lost in a professional festival.

When asked if It's Your Festival had considered an alternate date in order to avoid a conflict, Mr. Toomsalu asked how was it possible to change a time slot which had been held for 20 years. He said that there were not too many long weekends where such a festival could be held and for 19 years It's Your Festival was the only Canada Day Celebration in Hamilton and that people expected this.

The representative from the Germania Club said she felt the ethnic groups and Communities in Hamilton should be supported in order that the ethnic culture could continue to remain and prosper and that the money would stay in Hamilton. She said if there were to be two festivals then she would request that the Folk Arts Council representing the ethnic group be given the long weekend of July 1 and that a later date be granted to the Earthsong Group.

Marlene Thomas spoke on behalf of It's Your Festival and said that any grants which the City gave out would come from ethnic groups in Hamilton who contributed through their taxes.

At this point Mr. Toomsalu showed a video of previous "It's Your Festival" celebrations.

Mr. Toomsalu said he wished that the Committee would consider their best performance and not deny the ethnic community a chance to show their culture in the way which they had in the past.

The Chairman said a meeting would be held on Monday and invited organization members to attend if they wished, following which they would be notified of the Committee's recommendation in this regard.

The Committee then asked a representative from Creative Arts for the amount of the grant application. Mr. Powell said he believed the request had been \$70,000. for the two events, "Earthsong" and the "Festival of Friends" but did not know how this amount was divided.

Mr. Powell was asked, if the City were to only fund one festival for the Canada Day weekend, did he feel that Earthsong could go ahead without a City Grant. Mr. Powell said Earthsong could probably be put on but not to the same extent.

The Committee was subsequently advised that the Grant Applications by Creative Arts were actually \$70,000. for Earthsong and 80,000. for Festival of Friends. Mr. Chuck Renaud representative of the Arts Advisory Sub-Committee informed the Committee that Grant Applications had been reviewed at the Arts Advisory Sub-Committee meeting.

There being no further business the meeting then adjourned.

TAKEN AS READ AND APPROVED,

**Stella Glover
Acting Secretary**

**MR. KEN PHILLIPS, CHAIRMAN
PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

Tuesday, 1991 March 11
12:00 o'clock noon
Room 219, City Hall

The Parks and Recreation Citizens' Advisory Committee met.

There were present: Mr. K. Phillips, Chairman
Alderman G. Copps
Mr. H. McKerracher
Mr. J. Kiriakopoulos
Ms. L. Peddle
Mr. L. Franco
Mr. F. Hickey
Miss J. Rapsavage

1 (b)

Also present: Alderman Mary Kiss
Mr. R. Sugden, Director of Culture and Recreation
Ms. S. Merlo-Orzell, Culture and Recreation Department
Ms. J. Turner, Culture and Recreation Department
Mr. R. Chrystian, Public Works Department
Mr. C. Wilson, Sports Council
Mrs. V. Papadopoulos, Hamilton Folk Arts Heritage Council
Mr. H. Toomsalu, Hamilton Folk Arts Heritage Council

1. **MINUTES OF MEETING**

The Minutes of the Meeting dated 1991 February 11 were adopted as amended to reflect the correct spelling of Richard Gale's name.

2. **PROGRAMME RESTRUCTURING**

The Committee were in receipt of an information report from the Director of Culture and Recreation dated 1991 February 20 with regard to programme restructuring.

Ms. J. Turner answered questions in this regard and advised the Sub-Committee that the Director of Culture and Recreation would be pleased to receive comments in writing.

Discussion ensued on the proposed programme restructuring and the fee for service approach and Ms. Turner advised that the implementation date for new charges would probably be September.

Concern was expressed at the proposed increase in fees and the Chairman suggested that anyone in favour or opposed to the report should write their comments to the Director of Culture and Recreation.

3. **CHAIRMAN'S REPORT**

The Chairman advised that the Parks and Recreation Citizen's Advisory Sub-Committee recommendation with regard to representation on the Sports Council had been accepted by the Parks and Recreation Committee. He introduced Mr. Clarence Wilson of the Sports Council and welcomed him to the meeting.

The Chairman reported that the recommendation with regard to the Children's Games Sub-Committee had been referred back to the Director of Culture and Recreation to make recommendations with regard to financial and staffing implications.

4. LIAISON REPORTS

ARTS ADVISORY SUB-COMMITTEE - JOAN RAPSAVAGE

Miss Joan Rapsavage reported for the Arts Advisory Sub-Committee and advised that the Arts Award guidelines had been advertised in The Spectator and that a new person had been appointed to the Arts Advisory Committee. She said the Arts Awareness Committee had met with regard to Arts Awareness Month and would be looking at the C.N.R. as a place to hold reviews, subject to satisfactory reports by Fire and Health Departments, etc. A review of Art Grant applications had taken place and Ms. Rapsavage said the Committee had looked at It's Your Festival, and Earthsong and Cari Can and considered the possibility that they be included under the Special Events categories.

5. EARTH SONG - "IT'S YOUR FESTIVAL"

The Committee were in receipt of correspondence from the Germania Club of Hamilton Ontario, Bill Powell of Creative Arts Inc., together with a report from the Director of Culture and Recreation dated 1991 March 6 with regard to Earthsong and It's Your Festival.

It was noted that Creative Arts have requested \$70,000 and \$80,000 for the Earth Song and Festival of Friends Events. Discussion ensued on the financial statements of It's Your Festival and Creative Arts Inc. and the Treasury Department were asked to provide clarification on these items. Concern was expressed that the financial statements had not been made available to the Sub-Committee earlier and discussion ensued as to whether it was within the Sub-Committee's mandate to make recommendations with regard to grants.

Mr. Kevin Beattie attended and advised the Committee that the Grants Review Group had not had the opportunity to review the grants for 1991 at that point. He said more detail would be presented on March 25th.

Mr. Beattie explained that the Group were required to submit a budget and this would be specific to the function for which they were requesting funds.

It was moved by Lori Peddle; seconded by Joan Rapsavage as follows:

That for the year 1991 the Parks and Recreation Citizens' Advisory Committee support the individual festival proposals by "It's Your Festival" and "Earth Song" for June 29, 30, July 1, 1991 for the Canada Day Weekend, to be held simultaneously at Gage Park and Dundurn Park respectively, subject to full compliance with the Grants Sub-Committee regulations and the Special Events Advisory Team's standards.

The motion was subsequently amended to include the word "equally". Ms. Joan Rapsavage was recorded as opposed to this amendment.

The Committee subsequently agreed as follows:

That for the year 1991, the Parks and Recreation Citizens' Advisory Committee support the individual festival proposals equally by "It's Your Festival" and "Earth Song" for June 29, 30, July 1, 1991, for the Canada Day Weekend, to be held simultaneously at Gage Park and Dundurn Park respectively, subject to full compliance with the Grant Sub-Committee regulations and the Special Events Advisory Team's standards; and that members of the Parks and Recreation Citizens' Advisory Sub-Committee attend these two festivals and meet subsequently in the fall of 1991 to discuss future festivals.

Alderman G. Copps was recorded as opposed to this motion.

6. The Committee were in receipt of a report from the Director of Culture and Recreation dated 1991 March 6 with regard to name change, Barnesdale Park to Elmar Park.

Discussion ensued as to why this item had come from the Director of Culture and Recreation and not from the Parks Department to which Mr. Sugden explained that the matter had been brought forward at the request of the Ward Aldermen involved.

The Committee agreed to table the proposed name change, Barnesdale Park to Elmar Park, until the next meeting subject to input from the Parks Department.

7. **WATERFRONT**

Mr. Bob Chrystian, Manager of Parks, introduced a letter from the Regional Municipality of Hamilton-Wentworth indicating that the Region intended to develop their own waterfront plan, using some of the principles set forth in the Crombie Commission Watershed Report. A copy of this letter is to be circulated to the Sub-Committee members with the agenda for the next meeting.

8. **INTERNATIONAL CHILDREN'S GAMES**

In response to a request for a status report on the International Children's Games, Mr. Sugden reported that the Budget Team were recommending no action for 1991 in keeping with the zero based budget proposal. He said this would not affect the planning process for future years and the Parks and Recreation Committee would receive the entire package following the budget proposal on March 21.

9. **GOLF COURSE FOR SENIOR CITIZENS**

In response to a request for a status report on the proposed Golf Course for Senior Citizens, Mr. Chrystian said the Parks Department had been looking at the potential for incorporating additional holes at King's Forest. He said it did not look as if 18 holes were possible. He said 9 holes might be possible, although this would not allow special provision for the handicapped.

Mr. Chrystian said he would be presenting this information to the Golf Sub-Committee at their next meeting for discussion. Following which, additional direction would be given in this regard.

10. **ADJOURNMENT**

There being no further business, the meeting then adjourned.

TAKEN AS READ AND APPROVED,

**MR. KEN PHILLIPS, CHAIRMAN
PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

Stella Glover
Acting Secretary

APPENDIX "A"

PARKS ADVISORY SUB-COMMITTEE

Philosophy

Earthsong is a celebration of traditional cultures, past and present. In a homogeneous high tech society, so many beautiful arts and customs are being lost or ignored. Earthsong works to keep these treasures alive and present them in an educational format for all peoples to learn from other cultures.

Purpose

1. To give Greater Hamilton a professional celebration of indigenous cultures.
2. To help break down barriers of prejudice and misunderstanding through education.
3. To create a second major tourist attraction with an international appeal, for Greater Hamilton.
4. To employ talented performers, artisans and chefs in a professional format.
5. To offer local community groups an opportunity to earn money for their causes.

Administration

Creative Arts Inc. is a registered non-profit, charitable community group. It has over 500 members and an elected 12 person board of directors. Creative Arts employs four full time staff and from time to time employs others to facilitate special projects.

Creative Arts Inc. does many things on a day to day basis, but we are best known for running special events. We have produced over 100 special events from Renaissance Festivals, Tall Ships, Magna Carta, Cousteau festival and many more. The continuing success of Festival of Friends as Canada's #1 arts and music festival is a testament to our creativity and professionalism.

Earthsong, in its second year had 21 food pavilions, 45 high quality craft booths and ran four continuous stages of professional ethno-cultural entertainment. According to police reports there were no complaints or problems and 90,000 people attended. 97 Cultures of the world were represented by food, arts, crafts, music or dance. All of this was accomplished through many meetings and planning sessions with local ethno representatives.

Why Dundurn Park

- access to 403 and Tourism
- with the cooperation of the Castle, it will increase tourism and revenue for the Parks Department
- historical setting of "first immigrants" good tie in with latter day immigrants
- already a good festival in east end, people living in the west and north end should have cultural diversion
- easier to co-promote with downtown shopping creating more revenue for city
- setting is perfect for an intimate acoustic event that does not rely on big sound systems and mass audiences in front of a bandshell

Why Canada Day

- Initially to provide a Canada Day celebration after HFA publicly announced that they quit. This was reinforced when HFA did not apply for a grant in 1990 and nobody responded to phone calls and letters until late May.
- Many Canadian corporations are looking for a community profile at this time. Our expertise in this type of fundraising for community events is starting to pay off. We have \$24,000 already committed.
- Many embassies want to showcase their culture as part of the Canadian mosaic. We are currently dealing with China, New Zealand, Russia, Rwanda, Mexico, Japan and others. Some of our discussions involve tours of artists for '91, '92 and '93. because of its international nature, Earthsong needs at least two years lead time.

Hamilton Folk Arts Heritage Council

HERITAGE PLACE CITY HALL PLAZA
P.O. BOX 2010, HAMILTON, ONTARIO L8N 3T4



(416) 529-3760

March 5, 1991

The Corporation of the City of Hamilton
Parks and Recreation Citizens' Advisory Sub-Committee
City Hall
Hamilton, Ontario
L8N 3T4

Attention: Mr. K. Phillips, Chairman

Dear Mr. Phillips:

Re: "It's Your Festival"

It is somewhat a mystery to us, why, after 20 years of successfully operating the Festival, we have to defend our right to hold it the 21st time. Unfortunately, through no fault of ours, last years Festival preparations were late resulting in another group taking our time slot for the said year. The final result was two Festivals being held at the same time, with IT'S YOUR FESTIVAL being held at Gage Park as always. As far as "It's Your Festival" is concerned, there was no conflict. Competition is healthy, while monopoly can lead to the situation, where

the City can be held for "ransom" by a monopolistic organization.

For 20 years, this Festival, rightly named IT'S YOUR FESTIVAL, has been a showcase of Hamilton's Ethnic Cultures in many varying ways. Hamilton Folk Arts Heritage Council has been the umbrella, under which the different Ethnic Organizations have found a common working formula, and the result is the successful "It's Your Festival."

It is our wish to continue with the Festival in the time slot we have held for the past 20 years. We have been told, that if we amalgamate with the Earthsong Festival, we will gain professional expertise. Professionals are expensive and will cost money, whereas we do everything on a voluntary basis. As far as the expertise goes, our performance last year, putting the Festival together in six short weeks, unassisted financially from the City, should speak for itself.

IT'S YOUR FESTIVAL

(2)

There is one more point we would like to stress. Earthsong organizers are almost all paid employees, IT'S YOUR FESTIVAL organizers are all volunteers from the various ethnic communities. It seems ironic that volunteers (working for no pay) could find themselves paying the salaries of professional organizers.

Earthsong uses mostly professional entertainers, who are well paid. Our Ethnic performers are doing it for the love of it. We can not see our performers competing with professionals. We do hire some professional entertainers, but we prefer local talent as much as possible and the audience likes it, as it was apparent last year. Amalgamation does not do justice to either Festival.

Our most sincere wish is that we keep our Festival and the established time slot, THE FIRST OF JULY WEEKEND, while Earthsong, as a new festival (this year their 3rd year) finds its own suitable time slot.

Yours truly,

Harnold Toomsalu, President
HAMILTON FOLK ARTS HERITAGE COUNCIL

cc: Members of Parks and Recreation
Citizens' Advisory Sub-Committee

Mr. R. Sugden, Director
Culture and Recreation Department

Members of Hamilton Folk Arts
Heritage Council

ht/vp

2.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 March 28

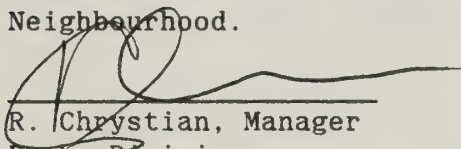
REPORT TO: Mrs. S. Glover, Acting Secretary
Parks and Recreation Citizen's
Advisory Sub-Committee

FROM: Mr. Robert W. Chrystian
Manager of Parks
Public Works Department

SUBJECT: Park Name Selection - Elmar Park

RECOMMENDATION:

That the Parks and Recreation Citizen's Advisory Sub-Committee support the name "Elmar Park" for the newly created Neighbourhood Park in the Barnstown Neighbourhood.



R. Chrystian, Manager
Parks Division

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Barnstown Neighbourhood is located on the south-central mountain, bounded by Upper Wellington, Upper Wentworth, Stone Church Road and Rymal Road.

Centrally located within this neighbourhood lies a 7.5 acre park site which was acquired in 1989 - 90 as parkland dedication (see attached plan).

The City was empowered under the Planning Act to collect 5% of the neighbourhood land base for park purposes from the developers, Wellington Chase Inc. and 428680 Ontario Ltd.

As a condition of subdivision approval, these two developers contributed financially to the grading and seeding of the park. This work representing Phase I was undertaken by the Parks Development section in 1990 with a \$35,000 Capital funding commitment from the Park Development Programme utilizing 5% park dedication monies. Phase II, valued at \$185,000 is planned for this year with an expected completion date of July 1, 1991.

In order to evolve the overall development plan for this park, a neighbourhood park committee was formed and a series of neighbourhood meetings held to receive public input. The Barnstown Neighbourhood Park Committee played a significant

role in this process through identifying neighbourhood concerns and preferences, liaising with City staff and acting as a communication link between City Staff and the neighbourhood.

The proposed name "Elmar Park" originates from the neighbourhood park committee and is supported by neighbourhood residents and Ward Aldermen. The historical origin of the name is documented in an attachment to the report from the Director of Culture and Recreation dated March 6, 1991.

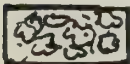
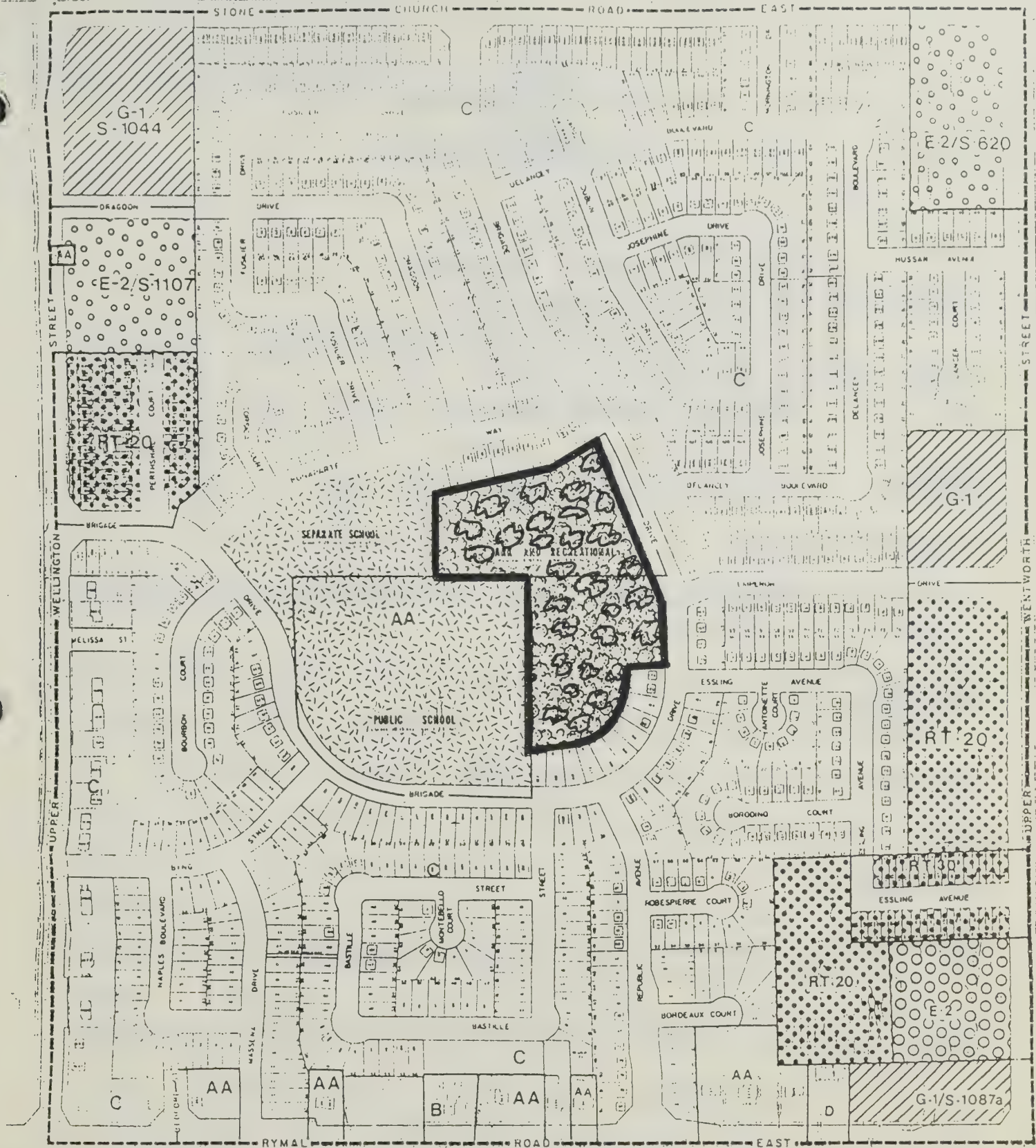
In terms of the approved guidelines for the naming of a neighbourhood park, the first consideration is to use the name of the neighbourhood itself. On this basis, it would follow that the property be named "Barnstown Park". This is clearly not the preferred choice of residents in the community and numerous examples exist in the city where this particular guideline has not been followed.

Further, the guidelines provide for naming a park in relation to its location. In this case, the park site represents a significant area of an original farm homestead having "Elmar" as its registered name. Using the same name for the park provides an excellent opportunity to link the past with the present and in this small way protect a part of the local flavour and heritage relevant to this area in the City.

BC/mc

Attachment

cc:- R. Sugden, Director of Culture and Recreation
- C. Firth-Eagland, Park Development Co-ordinator



Parkland in Barnstown N.B.H.D.

≈ 7.5 Acres

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 March 6

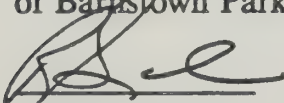
REPORT TO: Ms. Stella Glover, Acting Secretary
Parks and Recreation Citizens Advisory Committee

FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: Name Change - Barnstown Park to Elmar Park

RECOMMENDATION:

That the Parks and Recreation Citizens Advisory Sub-Committee support the name change of Barnstown Park to Elmar Park.



Robert Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Barnstown Neighbourhood Park Association voted unanimously for the name change at a neighbourhood meeting of over 300 residents.

Enclosed is a copy of the historical background supporting the significance of the name change to Elmar Park.

Encl.



CITY COUNCIL
HAMILTON CANADA

HISTORY ELMAR PARK

Elmar was the registered name of the farm built in the 1850s. The track of land contained two barns, a farmhouse and two driving sheds located where our park is currently situated.

Elmar is a word derived from parts of names of the two women, a mother and daughter who lived on the farm, those names being Elsie Horning and Marlene Horning. Marlene Horning is a direct descendant of the family who built the Elmar homestead. Currently, Marlene Horning and her husband, Peter Edmonson are living on Stonechurch Road East between Upper James and Upper Wellington Streets. Elsie, Marlene's mother, is currently residing under care in Hamilton.



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Planning and Development Department
119 King Street West, 14th floor
Hamilton, Ontario
(416) 546-4186 Fax (416) 546-4364

FILE No. 91-8052
DEPT. PUBLIC WORKS
JAN 15 1991

	INFO ONLY	DEPT. REC'D.
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P.O.

January 11, 1991

Mr. Bob Chrystian
Public Works Department
City of Hamilton
71 Main Street West
Hamilton, Ontario

Refer to File No. 764.92 6

Attention of

Your file No.

Dear Mr. Chrystian:

Due to your organization's interest in waterfront/watershed issues, I am sending you a copy of the Planning Department Report and subsequent Council decision regarding the Crombie Commission mandate and the Hamilton-Wentworth waterfront. As you will note, the Region has decided that rather than involve the Royal Commission directly, the Region intends to use the principles set forth in the "Watershed" Report to further develop our role in waterfront planning.

In carrying out our 1991 work program, and as part of our ongoing Official Plan review, the Regional Planning Branch will be developing a watershed plan. Waterfront planning will be a component of watershed planning. The process or Terms of Reference by which we will develop this watershed plan have yet to be determined, but it is certain that the creation of a good plan will rely on effective inter-agency co-ordination. The formation of Regional waterfront working group was raised as a possibility at our fall workshop.

Within the next few months we will be soliciting your views on both the process and content of a regional watershed plan.

Yours truly,

V.J. Abraham, M.C.I.P.
Director, Regional Planning Branch

NR:fd

c:\w\crombiewatrshed

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 June 28

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Citizen Advisory
Sub-Committee

FROM: Mr. Robert Sugden, Director
Culture and Recreation

SUBJECT: Greater Hamilton Aquafest
July 27-28, 1991

BACKGROUND:

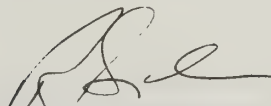
Please find the attached information pamphlet outlining the events for the Aquafest Festival that is to take place July 27-28, 1991.

The festival is being co-ordinated by the Economic Development Department of the Region. The site of the festival is the waterfront including Pier 4 Park, Eastwood Park as a parking location and Bayview Park.

The locations of the various city parks were chosen because of the close proximity to major sponsors and participating organizations such as Amstel Brewery, Hamilton Yacht Club, Hamilton Bay Sailing Club, Leander Boat Club, H.M.C.S. Star, The Hamilton Harbour Commissioners, Macassa Bay Yacht Club, MacDonald Marine Services and The Chamber of Commerce.

The bay location was chosen over last year's site as it is a safer environment for the aquatic activities that are planned for this event. It is anticipated that it will receive a better spectator response.

Appropriate insurance will be provided through the Hamilton Wentworth Region. The event organizers have met and are working with the Special Events Advisory Team with respect to festival preparations.



R. Sugden, Director
Culture and Recreation

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 June 28

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Citizen Advisory
Sub-Committee

FROM: Mr. Robert Sugden, Director
Culture and Recreation

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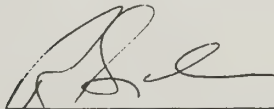
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R. Sugden, Director
Culture and Recreation

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

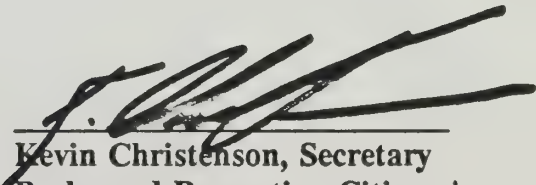
TEL: 546-2700
FAX: 546-2095

July 4, 1991

NOTICE OF MEETING CANCELLATION

**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

**Monday, 1991 July 8
12:00 o'clock noon
Room 219, City Hall**



Kevin Christenson, Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

RECEIVED
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 June 28

URBAN MUNICIPAL

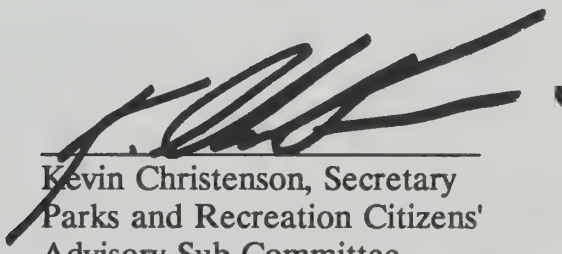
NOTICE OF MEETING

4 1991

**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

GOVERNMENT DOCUMENTS

**Monday, 1991 July 8
12:00 o'clock noon
Room 219, City Hall**


Kevin Christenson, Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

AGENDA

1. **Minutes of the Parks and Recreation Citizens' Advisory Sub-Committee Meeting held 1991 May 13**
2. **BUSINESS ARISING FROM THE MINUTES:**
 - (a) **Report on Festivals**
 - (b) **Citizens' Advisory Contingency Account**

3. CHAIRMAN'S REPORT (No Copy)

4. MANAGER OF PARKS

(a) Neighbour to Neighbour - Garden Project

(b) Bruleville Park

5. LIAISON REPORT

Arts Advisory Sub-Committee - J. Rapsavage (No Copy)

6. INFORMATION ITEM

1991 June 10 Parks and Recreation Citizens'
Advisory Sub-Committee Record of Meeting

7. OTHER BUSINESS

8. ADJOURNMENT

Parks and Recreation Citizens' Advisory Sub-Committee

Outstanding Items

<u>Item</u>	<u>Original Date</u>	<u>Action Required</u> <u>by</u>	<u>Status</u>
Golf Course for Senior Citizens'	1990 August 14 (Parks and Recreation Committee) - August 21	Golf Sub-Committee & Director of Culture and Recreation	Report Pending
Fireworks Display - Safety	1990 August 14	Director of Culture and Recreation	Report Pending
Financial Report re: Special Events	1990 September 10	Director of Culture and Recreation	Report Pending
Special Meeting to discuss Parkland	1990 September 10	Manager of Parks	Tabled Meeting P e n d i n g Preparation of Parks Master Plan
1993 International Children's Games	1990 September 10	Director of Culture and Recreation	Report re: S t e e r i n g Committee
Eastwood Park - Festivals	1990 November 12	Director of Culture and Recreation/ Manager of Parks	Investigate Feasibility as permanent site for Festivals 1991 June 28

Monday, 1991 May 13
12:00 o'clock noon
Room 219, City Hall

The Parks and Recreation Citizens' Advisory Sub-Committee met.

There were present: Alderman G. Copps, Vice-Chairman
Mr. H. McKerracher
Mr. J. Kiriakopoulos
Mr. J. Byl
Mr. L. Franco
Mr. F. Hickey
Ms. J. Rapsavage

Regrets: Alderman T. Murray (Civic Business)
Mr. K. Phillips, Chairman
Ms. L. Peddle
Mr. M. Russell
Mr. F. Mastroianni

Also present: Alderman Mary Kiss
Ms. S. Merlo-Orzell, Culture and Recreation Department
Mr. R. Chrystian, Public Works Department
Mr. G. Hesson, Culture and Recreation
Mr. D. McCallum, Hamilton Naturalist Club
Mr. K. Christenson, Secretary

1. MINUTES OF THE MEETINGS

The minutes of the meetings of 1991 March 5 and 1991 March 11 were adopted as circulated.

The Sub-Committee expressed concern about attendance at meetings and following discussion, the Sub-Committee agreed that the Chairman would speak to Mr. Mastroianni regarding his intent to continue to serve on the Sub-Committee.

2. CHAIRMAN'S REPORT

Alderman Copps informed the Sub-Committee that at its meeting held 1991 March 26, City Council had adopted Section 6 of the SIXTH Report of the Parks and Recreation Committee as follows:

6. (a) That the Culture and Recreation Department work with the Fly the Flag for Canada Committee in co-ordinating the objectives of this Committee.
- (b) That the Treasury Department be authorized to issue tax receipts for donations solicited by the Fly the Flag for Canada Committee and administer and monitory expenditures.
- (c) That the Parks and Recreation Citizens' Advisory Sub-Committee act as facilitator and liaise with the Fly the Flag for Canada Committee.

Following discussion, the Sub-Committee accepted Mr. Hugh McKerracher as the liaison person to act on behalf of the Parks and Recreation Citizens' Advisory Sub-Committee.

Alderman Cops further informed the Sub-Committee that as its meeting held 1991 March 26, City Council had adopted Section 10 of the SIXTH Report of the Parks and Recreation Committee as follows:

10. That for the year 1991 the individual festival proposals of It's Your Festival and Earthsong for 1991 June 29, 30 and July 1 the Canada Day weekend, be held simultaneously at Gage Park and Dundurn Park respectively.

3. MANAGER OF PARKS

The Sub-Committee was in receipt of a report from the Manager of Parks, Public Works Department regarding the naming of the newly created neighbourhood park in the Barnstown Neighbourhood. The Sub-Committee approved the following:

"That the Parks and Recreation Citizens' Advisory Sub-Committee support the name 'Elmar Park' for the newly created neighbourhood park in the Barnstown Neighbourhood."

4. LIAISON REPORT
ARTS ADVISORY SUB-COMMITTEE

Ms. Rapsavage stated that a report concerning guidelines for festivals in City Parks has been reviewed by the Arts Advisory Sub-Committee and had been sent to the Parks and Recreation Citizens' Advisory Sub-Committee for review. She stated that comments were to be made to the Department of Culture and Recreation. Following discussion and distribution of the report, the Sub-Committee agreed that the comments would be provided at the next meeting of the Sub-Committee and subsequently forwarded to the Culture and Recreation Department. Ms. Rapsavage reported that the first Arts Awareness month was a great success and that Cheryl York had done a great job in overseeing this event. She informed the Sub-Committee that the Arts Advisory Sub-Committee had established a Task Force to review the Arts grants and that a complete report would be presented at the next meeting. Ms. Rapsavage informed the Sub-Committee that concern had been raised over the conflict of interest guidelines as they applied to the Arts Advisory Sub-Committee. She stated that the guidelines could presently eliminate three quarters of the Council. She stated that Bill Powell had resigned from the Sub-Committee as a result of these guidelines.

Ms. Rapsavage reported that the Department Culture and Recreation was in the process of hiring an assistant to help out in the Arts in Public Places project.

She informed the Sub-Committee that Sam Snyderman, owner of the Tivoli Theatre was preparing a proposal for the restoration of the Theatre and that a municipal grant would be required.

Ms. Rapsavage stated that the Parks and Recreation Citizens' Advisory Sub-Committee had set aside a \$5,000.00 contingency account for special activities. She inquired what the status of this account was. Following discussion, the Sub-Committee requested that staff report back on this contingency account.

5. WATERFRONT INFORMATION

Mr. Chrystian, Manager of Parks, commented briefly on a letter distributed to the Sub-Committee members on the Crombie Commission mandate and the Hamilton-Wentworth Waterfront. Following discussion, the Sub-Committee agreed that the letter be received.

6. OTHER BUSINESS

Hamilton Sports Council

Mr. Byl distributed a report regarding the Hamilton Sports Councils upcoming events.

Mr. Franco pointed out that the Hamilton Blue Lite Pro-am Golf Tournament July 20 - 21 had been omitted from the list and suggested that it be included in the next news letter.

Parks Master Plan

Mr. Chrystian informed the Sub-Committee that the Terms of Reference for the Parks Master Plan would be presented to the Sub-Committee at its next meeting. He stated that selected consultants would be invited to a future meeting to be interviewed by the Sub-Committee. He stated that the Master Plan would address new park development as well as the retrofitting of existing Parks as required.

Golf Sub-Committee

Mr. Franco informed the Sub-Committee that the Golf Sub-Committee would be addressing the issue of operation deficits in a report to the Sub-Committee in September. He stated that Chedoke had an operating deficit of \$6,000.00 and Kings Forest of \$238,000.00. He stated that while the GST had increased costs by 7% and staff costs had increased 6%, Members fees had only increased 5%.

Children's Museum

Ms. Rapsavage informed the Sub-Committee that a feasibility study was being conducted to determine if a more suitable location was available for the Children's Museum.

Fit Day

Ms. Merlo-Orzel informed the Sub-Committee that Fit Day was scheduled for May 29.

There being no further business, the meeting adjourned.

Taken as read and approved,

**ALDERMAN G. COPPS, VICE-CHAIRMAN
PARKS AND RECREATION CITIZENS' ADVISORY SUB-COMMITTEE**

K. Christenson, Secretary

1991 May 13

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

2(a)

TO: Parks & Recreation Advisory Committee YOUR FILE:
Arts Advisory Committee
Hamilton Historical Board
Sports Council

FROM: Mr. Bob Sugden OUR FILE:
Director of Culture and Recreation PHONE: 546-4614
Culture and Recreation Department

SUBJECT: Report On Festivals DATE: 1991 April 15

The Parks and Recreation Committee at its meeting on April 2nd requested that the Department of Culture and Recreation prepare a full report on Festivals.

Staff have prepared a Policy Paper which can address process, funding and venues within an operating system which can best serve the event organizers and the Corporation.

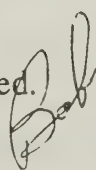
May we provide this report for your consideration and comments.

It is anticipated that this report will be received at the June 4th Parks and Recreation Committee meeting and thus would request your remarks by **May 17th to Marie Powell, Department of Culture and Recreation**, for final circulation.

Your work with the Festivals and Events over the past years is highly valued and will be integral to a final policy.

BS:mp

Attached.



Subject: Municipal Policy For Festivals And Special Events.

Recommendations:

That the Municipal Policy for festivals and special events be adopted on this date, to contain the terms and conditions prescribed and be subject to amendments and revisions submitted for the November meeting of Parks and Recreation.

That all festivals and special events receiving civic funding (Appendix A) be co-ordinated by the Events Co-ordinator of the Department of Culture and Recreation.

That all reoccurring special events and festival budget allocations be consolidated in the Events-Programming Budget of the Department of Culture and Recreation.

That those reoccurring special events and festival budget allocations currently under the grants portion of the Finance and Administration Budget be recommended to be consolidated in the Events-Programming Budget.

That the Events-Programming Budget be subject to the annual adjustments determined by Council as the mill rate percentile adjustment.

That all one time or non-annual grant requests be adjudicated by the Grants Review Group with comments provided by the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That all expansional budget proposals for festival and special events be subject to the appropriate budget process and comments from either the Arts Advisory Sub-Committee or the Hamilton Sports Council.

That there be deemed three categories of special events and festivals which determine the funding level and venue.

Level A Festivals of a city-wide nature which showcase Arts, Culture and Heritage as they contribute to the quality of life in our city and country. These events are two days or more in duration and attract participation over 40,000.

The appropriate venue for these festivals over the locations which maximize the economic impact and provide the necessary technical amenities. Such locales are Commonwealth Square with adjoining civic and private plazas, Gage Park and the future Hamilton Island Park.

Level B Festivals or special events which serve a civic purpose supporting Arts, Culture, Heritage, Sports and Recreation. These events or sub-events be of one day duration and attracting participation of over 20,000.

The appropriate venue for these events are the locations which can best serve the objectives of the program with the necessary technical amenities.

Level C Festivals or special events which serve a specific community or neighbourhood cause held on one day and attracting participation under 20,000.

The appropriate venue for these events are locations which can best serve the objectives of the program with the necessary technical amenities.

Note: Festivals and special events requesting the use of historically designated sites will require annual support approval of the Historical Board prior to Parks and Recreation authorization.

That all A category festivals be required to submit an independent audit within 90 days of the event.

That all B and C categories of festivals and events be required to submit an accountant reviewed financial statement within 60 days of the event.

That all reoccurring special events and festivals be subject to review by the Special Events Advisory Team for all technical programming, protecting the assets of the Corporation and assuring all codes and by-laws are requested.

That a Special Events Sub-Committee of the Parks and Recreation Advisory Committee provide an annual review of all civically funded reoccurring festivals and special events available for the Parks and Recreation Committee in January of each year.

Financial Implications:

Funding for these festivals and special events are currently provided within the Current Budget.

Increments and expansion resources would be dealt with on an annual basis.

Base fund transfers will be required from the Grants Account to the Event Programming Account.

Background:

The Director of Culture and Recreation was requested to provide a full report on Festivals at the April 2nd meeting of Parks and Recreation.

The basis for this report is to provide policy on the operation of festivals and special events to ensure a year to year accountability. It assumes that the reoccurring events funded by the Corporation are subject to the same regulations and funding criteria of other on-going municipal services. It ascertains that they are as highly valued in the provision of the quality of life elements in our city as other operations and indicates the same level of support that Department functions can ascertain.

It assures that staff and citizens work cohesively in a delivery system of checks and balances.

c.c. L. Sage, Chief Administrative Officer
E. Matthews, City Treasurer
J. Pavelka, Director of Public Works
S. Merlo-Orzel, Events Co-ordinator

Appendix A Festivals & Special Events Of A Reoccurring Nature.

Level I Festivals Of Friends Cari Can It's Your Festival CANUSA Canada Day Celebrations

Level II Earthsong

2(b)

MAY 24 1991

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

TO: K. Christenson, Secretary
Parks & Recreation Committee
City Clerk's Department

YOUR FILE:

FROM: Mr. Bob Sugden
Director of Culture and Recreation
Culture and Recreation Department

OUR FILE:
PHONE: 546-4614

SUBJECT: Citizen's Advisory Contingency Account

DATE: 1991 May 23

Further to your memo of 1991, May 22, on the status of the \$5,000.00 Contingency Account established by Sub-Committee for special activities, I would like to report the following:

- (a) The Citizens' Advisory Contingency Account was an Expansion Package prepared by the Department of Culture and Recreation.
- (b) The Expansion Package did not receive approval during the budget process.
- (c) It was recommended that the Citizens' Advisory Contingency Account become a City Clerk's item.

I trust the above is satisfactory.


BS:mp

4 (a)

CITY OF HAMILTON

- INFORMATION -

DATE: 1991 June 3

REPORT TO: Mr. K. Christenson, Secretary
Parks & Recreation Citizens' Advisory Sub-Committee

FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Neighbour to Neighbour Centre -
Summer Garden Project

BACKGROUND:

Following a successful initial season in 1990 the Neighbour to Neighbour Centre will once again this year operate a Summer Garden Project at Billy Sherring Park on the Central Mountain.

The Garden Project is an extension of the Centre's Self-Help Approach programme of assisting low income and unemployed families and individuals to grow their own vegetables thus relying less on food banks for their food needs.

In recent discussions with the Centre's staff it has been indicated that the number of families participating in the project could possibly reach fifty (50) this year . This number is up considerably from the twenty-five (25) of last year.

Further, Parks Staff have discussed this project with certain other Groups and Centres; i.e. St. Mathew's House, Good Shepherd Centre; earlier this year to investigate the potential for increased participation in the existing project or conversely to establish a base for alternate sites, subject to availability of services and other site criteria. While information on this type of project was well received, those contacted were unable to commit to any new endeavour this year. On this basis it was suggested that for this growing season anyone wanting to become involved in gardening would be accommodated at the mountain site. This would allow interested participants from the other Centres to experience gardening in this type of community arrangement and at the same time help City staff in determining the feasibility of such projects at other locations.

With reference to the Billy Sherring project, the Neighbour to Neighbour Centre has received a Government Grant which will facilitate employment of a Project Co-ordinator and allow installation of temporary sanitary facilities.

The Parks staff will once again assist the Centre by rototilling the land, arranging for a water service, providing a storage shed and picnic tables, and picking up any litter or accumulated plant refuse, etc.

DA/pw

c.c D. Pomfret, General Foreman, Public Works Department

4(b)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 June 3

REPORT TO: Mr. K. Christenson, Secretary
Parks and Recreation Citizens ' Advisory Sub-Committee

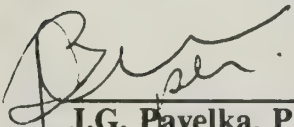
FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Bruleville Park

RECOMMENDATION:

That Bruleville Park located in the Bruleville Neighbourhood between Upper Wellington and Upper Wentworth as shown on Schedule 'A' be renamed Bruleville Nature Park, and further,

That the request by students of Cardinal Heights Public School to re-name the Park Cardinal Heights Park be denied.



J.G. Pavelka, P. Eng.
Director of Public Works

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

On November 30, 1990 the students of Cardinal Heights School officially "adopted" Bruleville Park as part of their environmental studies program. At a school wide assembly held last November, the students and staff of Cardinal Heights demonstrated their awareness of environmental issues and a unified commitment to protecting their local environment with particular emphasis on Bruleville Park.

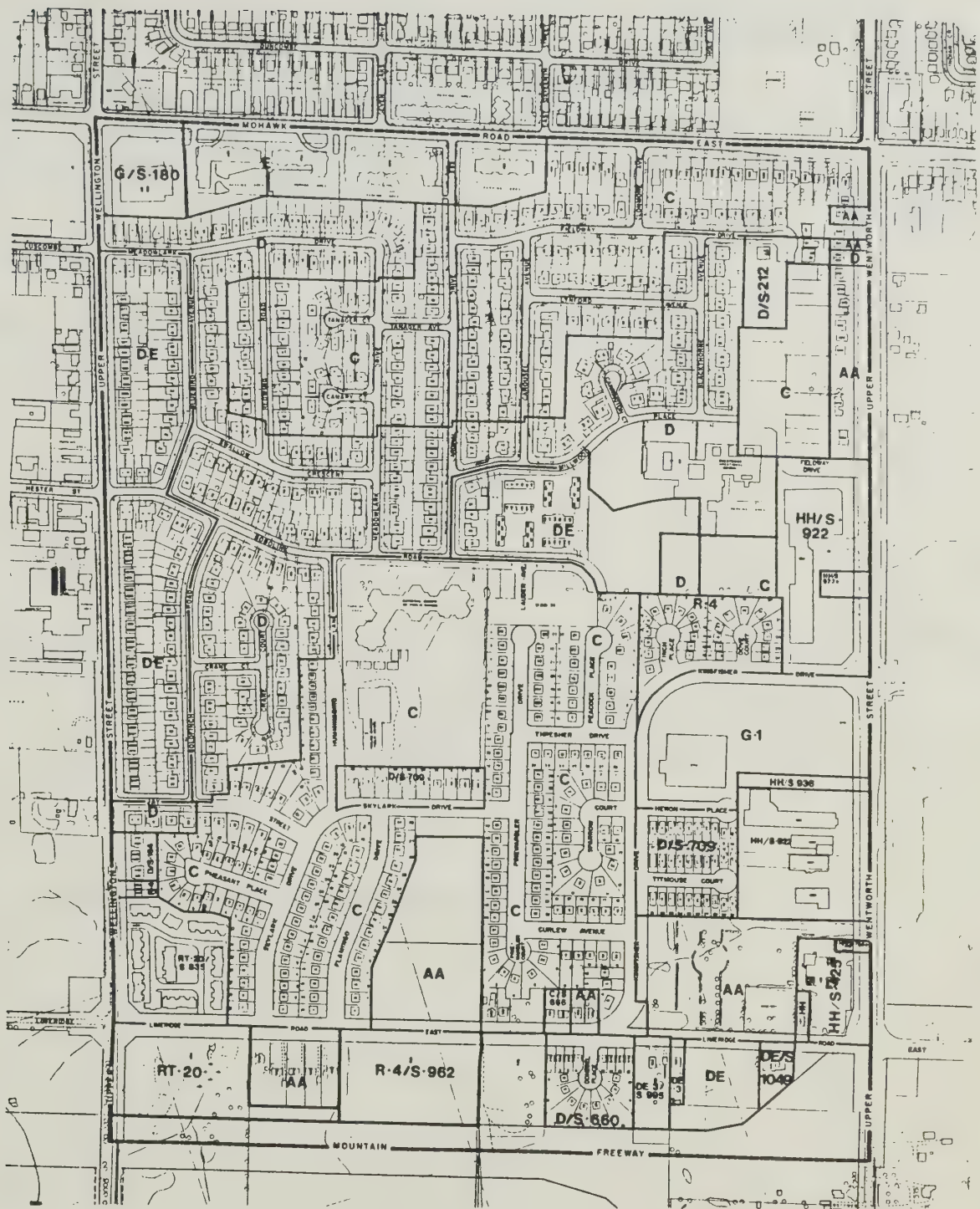
Through their adopt-a-park project, students will use Bruleville park for outdoor studies and undertake minor litter clean-up throughout the school year. The Park is naturally wooded with a variety of mature healthy trees and dense undergrowth hence it should serve the students well for nature/environmental studies. The intent of the Park's Division is to maintain the present condition of the park and where possible enhance its existing natural state.

Notwithstanding the initiatives taken by the students of Cardinal Heights Public School, the proposed change in name for Bruleville Park fails to satisfy the park naming guidelines and therefore is not recommended. However, recognizing the importance of the natural characteristics of Bruleville Park and the interest in preserving this stand of mature trees, staff have recommended the change to Bruleville Nature Park to reflect the long term intent for this area.

BC/mc

Attachment

Sketch 'A'



<table border="1"> <tr> <td>7</td> <td>85</td> <td>18</td> </tr> <tr> <td>86</td> <td>16</td> <td>130</td> </tr> <tr> <td>82</td> <td>33</td> <td>116</td> </tr> </table> <p>This is not a Legal Document For Zoning Verification Please Contact City Building Department.</p> <p>Neighbourhood Boundary Zoning Boundary</p> <p>Prepared for The City of Hamilton</p>	7	85	18	86	16	130	82	33	116	<p>CITY OF HAMILTON</p> <p>BRULEVILLE</p> <p>ZONING</p> <p>0 100m SCALE 50m</p>
7	85	18								
86	16	130								
82	33	116								

Tuesday, 1991 June 10
12:00 o'clock noon
Room 219, City Hall

The Parks and Recreation Citizens' Advisory Committee met.

There were present: Mr. L. Franco
Mr. J. Byl
Mr. F. Hickey
Miss J. Rapsavage

6.

Absent: Alderman T. Murray, Civic Business
Alderman G. Copps, Civic Business
Mr. F. Mastroianni
Mr. M. Russell
Mr. K. Phillips
Mr. H. McKerracher
Mr. J. Kiriakopoulos
Mrs. L. Peddle

Also present: Ms. S. Merlo-Orzell, Culture and Recreation Department
Ms. J. Turner, Culture and Recreation Department
Mr. G. Hesson, Culture and Recreation Department
Mr. R. Chrystian, Public Works Department
Mr. C. Firth-Eagland, Public Works Department
Mr. K. Christenson, Secretary

Due to a lack of a quorum the meeting was adjourned.

URBAN/MUNICIPAL
CAH ON HBL A05
C51P1P

K.E. AVERY
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

71 MAIN STREET WEST
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 October 2

URBAN/MUNICIPAL

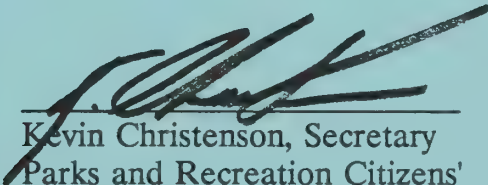
1991 OCT 3

NOTICE OF MEETING

GOVERNMENT DOCUMENTS

**PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

**Monday, 1991 October 7
12:00 o'clock noon
Room 219, City Hall**


Kevin Christenson, Secretary
Parks and Recreation Citizens'
Advisory Sub-Committee

AGENDA

1. Minutes of the Parks and Recreation Citizens' Advisory Sub-Committee Meeting held 1991 May 13
2. **BUSINESS ARISING FROM THE MINUTES:**
 - (a) Special Events Guidelines - Mr. R. Sugden
 - (b) Citizens' Advisory Contingency Account - Mr. R. Sugden

3. CHAIRMAN'S REPORT (No Copy)

4. DIRECTOR OF CULTURE AND RECREATION

- (a) Cari-Can Festival (For Information)
- (b) Summer Reports (For Information)
- (c) Restructuring of Programming Section (For Information)
 - Recreation Division
 - Department of Culture and Recreation
- (d) Seniors Centre (No Copy)
- (e) Twin Pad Arena (No Copy)
- (f) Fall and Winter Program Registration (No Copy)

5. MANAGER OF PARKS

- (a) Neighbour to Neighbour Centre - Summer Garden Project (For Information)
- (b) Bruleville Park
- (c) Trenholme Neighbourhood Park
- (d) Pier-4 Development (For Information)
- (e) Parks Master Plan Update (No Copy)

6. LIAISON REPORTS (No Copy)

7. INFORMATION ITEM

1991 June 10 Parks and Recreation Citizens' Advisory Sub-Committee

6. OTHER BUSINESS

7. ADJOURNMENT

Parks and Recreation Citizens' Advisory Sub-Committee

Outstanding Items

<u>Item</u>	<u>Original Date</u>	<u>Action Required</u> <u>by</u>	<u>Status</u>
Golf Course for Senior Citizens'	1990 August 14 (Parks and Recreation Committee) - August 21	Golf Sub-Committee & Director of Culture and Recreation	Report Pending
Fireworks Display - Safety	1990 August 14	Director of Culture and Recreation	Report Pending
Financial Report re: Special Events	1990 September 10	Director of Culture and Recreation	Report Pending
Special Meeting to discuss Parkland	1990 September 10	Manager of Parks	Tabled Meeting P e n d i n g Preparation of Parks Master Plan
1993 International Children's Games	1990 September 10	Director of Culture and Recreation	Report re: S t e e r i n g Committee
Eastwood Park - Festivals	1990 November 12	Director of Culture and Recreation/ Manager of Parks	Investigate Feasibility as permanent site for Festivals 1991 October 4

Monday, 1991 May 13
12:00 o'clock noon
Room 219, City Hall

1.

The Parks and Recreation Citizens' Advisory Sub-Committee met.

There were present: Alderman G. Copps, Vice-Chairman
Mr. H. McKerracher
Mr. J. Kiriakopoulos
Mr. J. Byl
Mr. L. Franco
Mr. F. Hickey
Ms. J. Rapsavage

Regrets: Alderman T. Murray (Civic Business)
Mr. K. Phillips, Chairman
Ms. L. Peddle
Mr. M. Russell
Mr. F. Mastroianni

Also present: Alderman Mary Kiss
Ms. S. Merlo-Orzell, Culture and Recreation Department
Mr. R. Chrystian, Public Works Department
Mr. G. Hesson, Culture and Recreation
Mr. D. McCallum, Hamilton Naturalist Club
Mr. K. Christenson, Secretary

1. MINUTES OF THE MEETINGS

The minutes of the meetings of 1991 March 5 and 1991 March 11 were adopted as circulated.

The Sub-Committee expressed concern about attendance at meetings and following discussion, the Sub-Committee agreed that the Chairman would speak to Mr. Mastroianni regarding his intent to continue to serve on the Sub-Committee.

2. CHAIRMAN'S REPORT

Alderman Copps informed the Sub-Committee that at its meeting held 1991 March 26, City Council had adopted Section 6 of the SIXTH Report of the Parks and Recreation Committee as follows:

6. (a) That the Culture and Recreation Department work with the Fly the Flag for Canada Committee in co-ordinating the objectives of this Committee.
- (b) That the Treasury Department be authorized to issue tax receipts for donations solicited by the Fly the Flag for Canada Committee and administer and monitory expenditures.
- (c) That the Parks and Recreation Citizens' Advisory Sub-Committee act as facilitator and liaise with the Fly the Flag for Canada Committee.

Following discussion, the Sub-Committee accepted Mr. Hugh McKerracher as the liaison person to act on behalf of the Parks and Recreation Citizens' Advisory Sub-Committee.

Alderman Copps further informed the Sub-Committee that as its meeting held 1991 March 26, City Council had adopted Section 10 of the SIXTH Report of the Parks and Recreation Committee as follows:

10. That for the year 1991 the individual festival proposals of It's Your Festival and Earthsong for 1991 June 29, 30 and July 1 the Canada Day weekend, be held simultaneously at Gage Park and Dundurn Park respectively.

3. MANAGER OF PARKS

The Sub-Committee was in receipt of a report from the Manager of Parks, Public Works Department regarding the naming of the newly created neighbourhood park in the Barnstown Neighbourhood. The Sub-Committee approved the following:

"That the Parks and Recreation Citizens' Advisory Sub-Committee support the name 'Elmar Park' for the newly created neighbourhood park in the Barnstown Neighbourhood."

4. LIAISON REPORT
ARTS ADVISORY SUB-COMMITTEE

Ms. Rapsavage stated that a report concerning guidelines for festivals in City Parks has been reviewed by the Arts Advisory Sub-Committee and had been sent to the Parks and Recreation Citizens' Advisory Sub-Committee for review. She stated that comments were to be made to the Department of Culture and Recreation. Following discussion and distribution of the report, the Sub-Committee agreed that the comments would be provided at the next meeting of the Sub-Committee and subsequently forwarded to the Culture and Recreation Department. Ms. Rapsavage reported that the first Arts Awareness month was a great success and that Cheryl York had done a great job in overseeing this event. She informed the Sub-Committee that the Arts Advisory Sub-Committee had established a Task Force to review the Arts grants and that a complete report would be presented at the next meeting. Ms. Rapsavage informed the Sub-Committee that concern had been raised over the conflict of interest guidelines as they applied to the Arts Advisory Sub-Committee. She stated that the guidelines could presently eliminate three quarters of the Council. She stated that Bill Powell had resigned from the Sub-Committee as a result of these guidelines.

Ms. Rapsavage reported that the Department Culture and Recreation was in the process of hiring an assistant to help out in the Arts in Public Places project.

She informed the Sub-Committee that Sam Snyderman, owner of the Tivoli Theatre was preparing a proposal for the restoration of the Theatre and that a municipal grant would be required.

Ms. Rapsavage stated that the Parks and Recreation Citizens' Advisory Sub-Committee had set aside a \$5,000.00 contingency account for special activities. She inquired what the status of this account was. Following discussion, the Sub-Committee requested that staff report back on this contingency account.

5. WATERFRONT INFORMATION

Mr. Chrystian, Manager of Parks, commented briefly on a letter distributed to the Sub-Committee members on the Crombie Commission mandate and the Hamilton-Wentworth Waterfront. Following discussion, the Sub-Committee agreed that the letter be received.

6. OTHER BUSINESS

Hamilton Sports Council

Mr. Byl distributed a report regarding the Hamilton Sports Councils upcoming events.

Mr. Franco pointed out that the Hamilton Blue Lite Pro-am Golf Tournament July 20 - 21 had been omitted from the list and suggested that it be included in the next news letter.

Parks Master Plan

Mr. Chrystian informed the Sub-Committee that the Terms of Reference for the Parks Master Plan would be presented to the Sub-Committee at its next meeting. He stated that selected consultants would be invited to a future meeting to be interviewed by the Sub-Committee. He stated that the Master Plan would address new park development as well as the retrofitting of existing Parks as required.

Golf Sub-Committee

Mr. Franco informed the Sub-Committee that the Golf Sub-Committee would be addressing the issue of operation deficits in a report to the Sub-Committee in September. He stated that Chedoke had an operating deficit of \$6,000.00 and Kings Forest of \$238,000.00. He stated that while the GST had increased costs by 7% and staff costs had increased 6%, Members fees had only increased 5%.

Children's Museum

Ms. Rapsavage informed the Sub-Committee that a feasibility study was being conducted to determine if a more suitable location was available for the Children's Museum.

Fit Day

Ms. Merlo-Orzel informed the Sub-Committee that Fit Day was scheduled for May 29 and urged all members to participate and register.

There being no further business, the meeting adjourned.

Taken as read and approved,

ALDERMAN G. COPPS, VICE-CHAIRMAN
PARKS AND RECREATION CITIZENS' ADVISORY SUB-COMMITTEE

K. Christenson, Secretary

1991 May 13

2(a)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 24

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

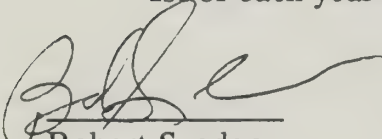
FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: Special Events Guidelines

RECOMMENDATION:

1. That the criteria for Hamilton Special Events (**Attachment A**) be adopted, for a one year trial period, to include:
 - i) An application process requiring a description, the preferred location and the funding outline of the event.
 - ii) The approval process for all operational, health and safety regulations required by the event organizer.
 - iii) The cost-recovery plan for all auxiliary services provided by City, Region and other agencies.
 - iv) The liability insurance coverage to be purchased from the City's user group policy.
2. That a Special Events Permitting Fee be adopted according to the following schedule:
 - Category 1.** Festivals held over two or more days
fee: \$100.00 per day
 - Category 2.** Community Events of one day duration
fee: \$20.00
 - Category 3.** Sports Events in both multi or single sport programs
fee: according to rental policy

3. That the Finance and Administration Committee be requested to transfer the base budget of the on-going/annual special events to the Events - Current Budget of Culture and Recreation, administered by the Special Events Co-ordinator.
4. That the Parks and Recreation appoint a Special Events Task Force effective January 1st of each year to review the Hamilton Special Events criteria and fees.



Robert Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial Implications:

Anticipated revenues of \$1,600.00 and departmental recovery of operational costs for auxiliary services.

Programme Implications:

Streamlining of all on-going annual special events under the auspices of the Special Events Co-ordinator with the resources of the Staff Committee S.E.A.T. (Special Events Advisory Team) for codes and regulation support.

Committee Implications:

Upon approval of the Parks and Recreation Committee, and the Finance and Administrative Committee, the Grants Review Group will review these appropriate annual events.

BACKGROUND:

The Parks and Recreation Committee requested that the Director of Culture and Recreation prepare a complete report on festivals at its meeting of 1991, April 2.

The operation of festivals overlap with many community agencies, volunteer groups and other municipalities. Although preliminary information was presented to the Parks and Recreation in July, the extent of information sharing and gathering warranted both a six month review and the opportunity to test the proposals with those festivals focused May - September of this year.

Although the Committee specifically named "Festivals" as the thrust of the report most contributors had a preference towards a "Special Event" Report which includes festivals as a category of special events. Generally festivals lean towards arts programming but include elements of sport and/or recreation within the composite. It is for this reason we respectfully entitled the Criteria for Special Events.

The base budgets of special events and programs which occur and require seed funding support on an annual basis presently appear in two areas of the municipal budget. Some appear in the Grants Budget of the Finance and Administration Committee and some appear under Special Events of the Parks and Recreation Committee's jurisdiction.

Those special events currently under the Grants Committee are planned immediately following the current years event, but face approvals which may be delayed until April of the next year. These approvals are stressful and often controversial. In most cases the festival is highly desirable and beneficial to our City's quality of life. Thus, it is generally highly desirable to place within a current departmental budget which will give equal and fair parameters to all special events. Once within a current budget it will be subject to the same constraints and mill rate increases determined by Council in the budget process.

Should a special event require special consideration in funding for a given year for a specific new purpose, it would be required to follow the expansion process at budget time.

Should a new special event which has received grants for three years be deemed an annual event it too could be determined best transferred to the current special events budget.

Under the current budget it would be supervised by the Special Events Co-ordinator and follow the financial requirements determined by the Treasurer as appropriate fiscal practices.

It has been agreed that one general "Special Events Application" will be adopted which can be used by both Hamilton-Wentworth Regional Police Services and the Corporation of the City of Hamilton.

It will be requested that the Grants Review Group recommend the on-going and annual special events which can be transferred from Grant Status to Current Budget.

It is generally agreed that the Special Events Task Force be comprised of two members of the Parks and Recreation Committee and two members of the Advisory Committees for Parks and Recreation Event Organizers may be called upon to provide input.

Appreciation should be extended to the following committees/organizations for their responsible input into this document:

The Arts Advisory Committee
The Hamilton Historical Board
Hamilton-Wentworth Creative Arts
The Special Events Advisory Team (S.E.A.T.)

There was information provided by other groups and organizations to some degree. The staff support for this undertaking was particularly gratifying dealing with their areas of responsibility:

Shelley Merlo-Orzel
Marilynn Havelka
Jackie Turner
Corky Secore
Cheryl York
Peter Booker (Parks Division)
Dave Cowan (Parks Division)
Kevin Beattie (Treasury Department)

Three other Department Heads have provided resources and staff information which impacts special event programming:

Patrice Noé Johnson (Law Department)
Edward Matthews (Treasury Department)
Joe Pavelka (Public Works)
Dan Vyce (Property Department)

Similarly, comparative information was requested from other municipalities and provided an isolationist approach to what the standards and norms might be. We are appreciative to the response received from:

The City of Vancouver
The City of Windsor
The City of Mississauga
The City of Ottawa and The Capital Commission
The City of Calgary
And those municipalities listed on the attached survey report*

c.c. Chief Administrative Officer
Chairman, Finance & Administration Committee
City Treasurer
Director of Public Works

**Corporation of the City of Hamilton
Parks and Recreation Committee
CRITERIA FOR SPECIAL EVENTS**

PURPOSE

The criteria for Special Events has been developed to provide fair and equitable regulations for all special events. Organizers requesting approvals to operate special events within municipal jurisdiction and on municipal land would be required to be governed by the policy paper and all other city regulations.

PROCEDURES & GUIDELINES

(A) PROCESS

The procedural process commences with the completion of a special event application form, submitted to the Culture and Recreation Department Office three months prior to the event.

Similarly, a grant request must be submitted to the Treasury Department should municipal funds be required to organize and operate the program by January 1st or the published grant cut-off date.

Applications for street closures and parades are made at the Police Department to receive Transportation and Environment Committee or Regional approval.

Event organizers are requested to submit a letter of intent which defines the goals of the special events and the level of financial support anticipated for the special events success. This should include any contribution requested from the City of Hamilton or Regional of Hamilton Wentworth. A clear financial forecast and budget process must be demonstrated.

Event Organizers requesting access to a, "Historically Recognized Area", must clearly show how the event will be regulated and will contribute to the historical interpretation of Hamilton and its people. Such requests must compliment the public access to the area and in no way impede visitation to the historical site.

As outlined further in this report the Hamilton Historical Board will review all applications and letters of intent requesting the use of a, "Historically Recognized Area."

The Department of Culture and Recreation - **Special Event Co-ordinator** will process the application and submit to the Special Events Advisory Team (S.E.A.T.). This team is comprised of representative staff members equipped to provide advice on all aspects of city or regional requirements for any and all special events. One representative is requested from the following authorities:

Parks Division of Public Works
Police Department
Hamilton Street Railway
Traffic

Fire Department
Health Department
Noise Control

Treasury
Engineering
Hydro

- With other agencies available for jurisdictional needs.

A meeting of the event organizer with S.E.A.T. may be necessary depending on the complexity of the proposal but will provide "one stop" information for staging the event.

The Event Organizers are requested to meet all S.E.A.T. requirements (90) ninety days prior to the event in order for a positive recommendation to be forwarded to the Parks and Recreation Committee for approval. The Director of Culture and Recreation will provide in this recommendation sufficient information for the Committee to appreciate the broad scale impact, the problems and the plus factors in the background perspective. Similarly, the Commissioner of Transportation and Environment Services will advise at the regional level.

Smaller events with limited impact to the surrounding community and not requiring licences or registration will be provided as Information Reports to the Committee.

Performers and entertainment program must be submitted to the Director of Culture and Recreation (30) thirty days prior to the event, for circulation to sub-committees.

A representative on the S.E.A.T. Committee is required to ensure their respective department requirements can be met by the organizers. Approval/Non-Approvals will be communicated to the event organizer prior to a recommendation being processed to Committee and Council.

(B) COVERAGE/COSTS

Public Liability Coverage of \$2 million dollars may be required for events requiring risk management. The City of Hamilton USER GROUP POLICY will be extended to list the event organizers who will pay the premium fee for this inclusion. This fee will be determined by the level of the event and such factors as liquor permits and risk. There will be a variance between non-profit/community organizations and profit/commercial operations.

An application and administrative fee according to Council approved schedule will be the responsibility of the applicant. The applicant will also be advised of additional applicable fees incurred by other Departments to safely stage the event. The additional applicable fees may be:

- Rental/Administrative Charges
- Policing Fees (Officers)
- Inspection Fees (Hydro, Noise, Fire)
- Security Costs
- Hamilton Street Railway Re-Routing - Signage Costs, Additional Buses, Inspectors, And Advertising
- Site Charges - Labour/Set-Up; Clean-Up Charges

- Unless provided for by the departmental budget process.

In the case of the events that have not performed under sound fiscal management, the S.E.A.T. Committee will recommend advance payments.

All event organizers will be provided with event costs estimates three months prior to the event.

All conditions must be met before a support recommendation will be processed and where outstanding charges from a previous year have not been discharged, a supportive recommendation will not be issued. These conditions include meeting year end accounting and financial statements required by the City Treasurer.

(C) VENUES

Event Organizers may request a desired location for the event and will be required to ensure that this location provide amenities for public health and safety priorities.

These priorities are:

- Park Size and Designation
- Parking and Hamilton Street Railway Accessibility
- Hydro, Water, Washrooms

SPECIAL CONSIDERATIONS

Park sites will be given designations which comply with neighbourhood, community or city wide usages.

Considerations will be given in determining if the special event fits the site designation.

FURTHER

Any park site with historical designation or recognition will be reviewed by the Hamilton Historical Board in a forum including a report from the Director of Culture and Recreation which will require approval by the Parks and Recreation Committee.

All site plans must be prepared to provide:

- Emergency Vehicle Access
- Medical Facilities Access
- Communication Facilities
- Signage and Equipment

These procedural guidelines are developed to improve the terms and conditions to facilitate the event organizers in providing a better more responsive special events serving the citizens of tourists to the City of Hamilton.

SPECIAL EVENTS CATEGORIES

Definitions

- (1) **Category One Special Events** are principally festivals of the Arts/Culture which showcase programming for city residents and tourists. Non-municipal revenues may be derived from parking, sales of food, refreshments, arts, crafts and souvenirs. Entertainment is provided as a consequence of the revenue/fundraising.

A non-profit independent board/committee structure is preferred to be in place to manage the operation of the special event in a park setting. Where civic funds are provided, a staff liaison will be kept informed on all planning and operation issues.

- (2) **Category Two Special Events** are principally community celebrations with a focus related to Recreation, Heritage, and Community Pride programming. Revenue is limited or non-existent. The organization will involve a citizens group and municipal staff.

- (3) **Category Three Special Events** are principally competitive games and sports. Revenue may be admissions and sales. The organization will be undertaken by a recognized civic sport club, agency, council of the municipality.

Further interpretation and assistance with a request to hold a special event may be obtained from the Special Events Co-ordinator of the Department of Culture and Recreation.

Any recommendations and suggestions to improve and upgrade these guidelines may be forwarded to the Director of Culture and Recreation, attention of the Special Events Co-ordinator.

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEEES	CLEAN-UP	BD. OF HEALTH
Guelp	No (except for ball tournaments)	Washrooms, fenced in, security	Only one park (located in residential area)	Deposit-none Rental-\$25-\$41 (depending on size) Fees-anything City sets up	City cleans (cost included in rental fee)	Organization makes contact
Halton Hills	Yes (need Council approval, and meet City's checklist)	Enclosed, wash- rooms, security	Specific Parks -criteria are residents, hydro, water and washroom proximities	Deposit-up to \$5000 (depends on event) Rental-with admis- sion fees \$350-\$600/day (depending on affiliation, residency) -no admission fees: \$60 - \$120 Fees-delivery of any rentals (tables, etc.)	Org. must clean up, if they don't, City will deduct amount from deposit	Organization makes contact
Hamilton	Yes (require Council resolu- tion)	Normal ICBO standards and City requires public liabi- lity	Few parks (due to size and distance from residents). One park has pavillion (prefer groups with alcohol)	Deposit-none Rental-\$3 for permit Fees-Org. charged for set-up of tables, snow- fencing, etc.	Org. is respon- sible, if not done, charged for City's time	Org. must make contact
Kingston	No	--	Depending on group size, go to the appro- priate park for their needs	Deposit-none Rental-none Fee-\$50/hour clean up charge	Org. is respon- sible, if not done, charged for City's time	Org. must make contact

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEEES	CLEAN-UP	BD. OF HEALTH
Kitchener	Yes (need liquor permit and \$100 over the rental fee)	Fenced in, washrooms, volunteer police	Victoria Park (due to its size)	Deposit-none Rental -1/2 day - \$61 park and building -full day - \$122 park and building -small area \$50	City cleans up and bill Org.	Organization makes contact
London	Yes	-Normal LCBO rules -City hires an attendant to make sure licence guide-lines are followed	Must be away from residential areas	Deposit-\$1000 performance bond Rental-businesses charged 12 1/2% levy Fee-all expenses are deducted from bond	Organization is responsible If City does it, it takes it out of the bond	Organization makes contact
Mississauga	Yes (liquor permit and special event permit)	-snowfencing, insurance -Org. must contact the police	-only in large parks -if alcohol use, fenced in parks or away from residents	Deposit-\$10 for key that opens hydro, water and bdq's Rental-none	The City is responsible for clean-up	Organization makes contact
Niagara Falls	Yes (liquor licence, Council approval, Parks and Rec approval)	enclosed, snowfencing, washrooms, security, water	For alcohol, try and stay away from residence	Deposit-none Rental-none Fee-maintenance fee of other facilities required (eg. ball diamond)	-Organization is responsible -If City cleans up the Org. is billed	Organization makes contact
North York	Yes (needs Council approval 90 days before)	LCBO guidelines and Org. needs to get security	1 park only due to its size	Deposit-none Rental-flat rate of \$300 (covers hydro, water fencing, etc.)	-Organization is responsible -If not, City will clean up and bill them	-Org. makes contact -If joint venture with the City, City will make contact

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEEES	CLEAN UP	BD. OF HEALTH
Oshawa	Yes (Org. must apply 3 months in advance, get O.K. from Community Service Committee	Enclosed, washrooms, insurance policy	With alcohol, only parks that are fenced in	Deposit-with alcohol \$100 clean up (non- refundable) Rental-10% of net profit Fee-\$15/day for hydro	Organization responsible, if not done, charged for City's time	-Organization must contact board
Ottawa	No (except ex- treme cases) -need a special occasion permit	Standard LCBO requirements	Specific parks depending on the size of the group	Deposit-none Rental-\$2.50/parking space Fee-any extra expenses	City does usual clean-up, any- thing extra charged to the Organization	City contacts the Board, and tells them name and phone number of the organization
Sarnia	No (exception is baseball tourna- ment)		Picnics allowed in specific parks (no alcohol in picnic areas)	Deposit-none Rental-\$12.50 Fee-for snowfencing, or other City maintenance	The Org. and City clean up (no charge to Org.)	Organization must make the contact
St. Thomas	No		-only 2 parks suitable for picnic in the City -use covered pavillions	Deposit-none Rental-\$20 (this covers water and hydro found at every pavillion)	Org. is respon- sible, if they don't, City cleans it up in their daily routine. Note: only propane bbg's allowed (no charcoal)	Organization must make the contact

MUNICIPALITY	ALCOHOL PERMITTED IN PARKS	GUIDELINES WITH ALCOHOL	DESIGNATED PARKS	DEPOSIT/FEEES	CLEAN-UP	BD. OF HEALTH
Waterloo	Yes (copy of LCBO permit, million \$ liability, designated driver policy)	Enclosed, washrooms, police, insurance	Use specific park (fenced in area, starting to construct a building)	Deposit-none Rental-none Fee-damage, extra clean-up	Organization responsible, if not done, charged for City's time	Organization makes contact
Windsor	Yes (need Council approval)	Windsor Beer Tent Operators/ Windsor Police Association Guidelines (ie. double snowfence, washrooms, security, etc.)	Specific parks (away from residences, prefer to use enclosed areas) Do not allow in picnic areas, or in small. neighbourhood parks	Deposit-\$500 damage Rental -Charitable Group \$125/day -Non-Charitable Group \$300/day -Picnic Area \$20-\$22 Fee-labour and rental of equipment	Organization responsible, if they don't, City will clean and deduct money from damage deposit	Organization makes contact
Woodstock	Yes (need liquor permit)	Need to be fenced in or have tent, washrooms (No security required)	Use largest park, as it has 2 pavillions	Deposit-none Rental-with alcohol \$100 -without \$11	Organization is responsible, if not done, charged for City's time	Organization makes contact

3)JW:cf
(C:PRKSCHRT)

2(b)

MAY 24 1991

CULTURE & RECREATION DEPARTMENT

MEMORANDUM

TO: K. Christenson, Secretary
Parks & Recreation Committee
City Clerk's Department

YOUR FILE:

FROM: Mr. Bob Sugden
Director of Culture and Recreation
Culture and Recreation Department

OUR FILE:
PHONE: 546-4614

SUBJECT: Citizen's Advisory Contingency Account

DATE: 1991 May 23

Further to your memo of 1991, May 22, on the status of the \$5,000.00 Contingency Account established by Sub-Committee for special activities, I would like to report the following:

- (a) The Citizens' Advisory Contingency Account was an Expansion Package prepared by the Department of Culture and Recreation.
- (b) The Expansion Package did not receive approval during the budget process.
- (c) It was recommended that the Citizens' Advisory Contingency Account become a City Clerk's item.

I trust the above is satisfactory.


BS:mp

CITY OF HAMILTON
- INFORMATION -

4. (a)

DATE: 1991 September 24

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: Cari-Can Festival

BACKGROUND:

Staff have had an opportunity to review the information dealing with the 1991 Cari-Can Festival.

Written reports were provided from:

- The Hamilton Wentworth Regional Police
- The Hamilton Fire Department
- The Department of Public Health Services
- The Noise Control Office
- The Department of Transportation

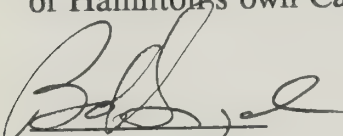
A joint meeting was held with the Cari-Can Organizing Committee with representatives from the Department of Culture and Recreation, Parks Division of Public Works and the Hamilton Wentworth Regional Police.

The organizers indicated that a full report will be compiled from their perspective but it became very clear that the current organizer will not be able to effect an inclusion of Caribbean or West Indies Communities beyond the level provided this year.

The organizers have a mounting debt load and are generally ineffective in managing the full requirements of a major parade and festival.

Upon request, copies of the written reports can be provided to the Parks and Recreation Committee members, or Members of City Council. All reports reflect major problems that require containment to avoid a breakdown of Health and Safety issues that would have profound impact on the public.

Special Events staff are proceeding to develop alternate means of civic celebrations with the Caribbean Communities. It can include both a parade and festival to share the rich culture of Hamilton's own Caribbean citizens.



Robert Sugden

4(b)

Culture & Recreation
NEWS UPDATE OVERVIEW

Robert Sugden, Director
Summer 1991

(A) CULTURAL ACTIVITIES

Arts In The Cities

Annual General Meeting was successfully held in Hamilton with Cheryl York continuing as a Board Member for another term.

Canadian Museum Association was successfully hosted in Hamilton under the local organizational committee leadership of Marilyn Havelka. It set attendance records with 550 registering, delegates from England, the United States and Grand Cayman Islands (Attach. 1).

Whitehern Restoration has been initiated with the portico and main entrance being completed and giving an important start to the needs of the McQuesten Home.

Dundurn Restoration and Archaeological work is now underway, with the re-roofing and drainage improvements contributing to reversals of water damage. The site digs are teaching use more about the life and times from the early eras of the Castle.

Tourism has been in decline over the last year and staff have re-evaluated the efforts to attract more visitors. A new staff initiative will attempt to reverse this current trend which has particularly effected Dundurn Castle.

A Sculpture Collection being donated to the City by Irving Zucker is being considered as the central point to enhancement of city properties. This will complement the Art in Public Places initiatives.

A Cultural Exchange, Brenda Brownlee, Curator of the Hamilton Military Museum, was scheduled to visit museums in Moscow, Smolensk, Viazina and Moshaisk, information sharing and the re-enactment of the battle of Borodino, with an annual conference and reception with the Deputy Minister of Culture. The current situation in the U.S.S.R. has put this in jeopardy.

(B) RECREATIONAL ACTIVITIES

Recreation Division Statistics are now being tracked by monthly performance and provide important indicators to facility use, revenue and staffing costs. Attendances from January to June inclusive reached 883,162.

Summer Programs have been remarkably brisk. Playgrounds, Day Camps, Aquatics and Tennis have been performing well along with good results in the Rowing and Youth Centre Activities (**Attachment Letter Re: Day Camp**).

The Adventure Camp project for Beach Area children has been over-subscribed thanks to innovative action by staff to both awareness and programming (**Attach. 2**).

Lacrosse has been the big user of arenas without ice this summer. Growth has been noticed particularly in the "paper weight" younger division, showing a 66% increase. A close second in use is ball hockey which will require more floor time in 1992 with a re-allocation of staff.

Ice has been in high demand in these hot summer days. Both the enrolment at the Mountain Skating Centre with the Hamilton Skating Club, and at the Lawfield Arena has been at a record pace. Skating programs from the "Gretsky" Clinics to the "Shaver" School have performed well in all categories.

Safety in our city pools and parks is a priority issue with all staff. The quick action by staff at Pinky Lewis Centre has averted tragedy this summer similar to the incident at Victoria Pool last year. Lifeguards acted professionally and handled the situation with lifesaving precision. (A full report is available upon request).

Golf Interest has been noticeably improving particularly with our younger golfers. The Department was pleased to support the accuform program and also to receive a special plaque *from the Optimist for our youth development events.

A Sport Exchange was experienced by the "West Mountain Cougars" baseball team participating in activities in our "Sister City" of Sarasota. Plans are underway to host games in Hamilton in 1992 (**Attach. 3**).

CANUSA made big news again this year as the host committee set new highs and hospitality. The executive and staff performed a remarkable job with sport participation and results as the indicator.

- (C) SPECIAL EVENTS and Festivals have been most remarkable this summer with records being set at Earthsong and Festival of Friends. Good results were remarked upon at Microcosm and Your Festival. The fireworks celebration for Canada Day proved the success necessary to continue on and broaden our unity initiatives.

The Ontario Disabled Games have been heralded as a major success from volunteers to Ministry Officials. Many letters and appreciations have been received and staff are particularly pleased with remarks from participants who enjoyed a "memorable event" married with "high calibre" competition. We are "Proud of the collective efforts of staff and community." (Attach. 4-5).

The Canadian Figure Skating Association awarded the 1993 championships to Hamilton and a recent delegation looked beyond '93 to options of World Championships in our city (Attach. 6).

- (D) TECHNICAL STAFF oversee our playscapes in Hamilton and the initiatives in playstructures. The C.S.A. play standards are being ably met in our risk management program for all installations (Attach. 7). Over 50 existing sites have been joined with eleven principle new ones this summer to provide fun for our children. Many unsolicited positive comments and letters have been received.
- (E) OPERATIONS STAFF are revitalizing the approach to public needs, recording keeping and response time. The need to streamline information seeking and keeping has been undertaken along with a current computerized Needs Study. One of the early changes is the new facility application form which reduces 5 pieces of paper down to two (Attach. 8).
- (F) THE PLANNING DIVISION has been into high gear in recent months with the 95% mark passed for drawing of the new Sackville Hill Seniors Recreation Centre and the progress on the Huntington Park re-structuring.

The Hamilton-Scourge Project celebrated the ninth memorial service of the Confederation Park site and looks ahead to positive steps with the Ontario Heritage Foundation to adopt the recommendations "Towards Recovery." Final plans are being made for Dr. Margaret Rule to complete the data examination at Woods Hole Oceanic Institute to provide conclusive information on the site deterioration. Both the Conservation Laboratory and the Dalhousie site security are nearing completion along with a project re-structuring program.

(G) DIRECTOR'S COMMENTS

The Departments priorities are focused on the balanced corporate needs of rightsizing and service needs of our public. Staff streamlining and performance management are making progress in a responsible and sensitive manner.

A detailed "Rightsizing Update" is available upon request which addresses a continuous improvement program within "Total Quality Management" philosophies.

Our computerized needs for improved effectiveness is a concern that is being again addressed for action.

The Parks and Recreation Federation of Ontario has completed a valuable new document entitled, "The Benefits of Recreation." It remarkably catalogues in 65 pages personal, social, economic and environmental benefits of Culture and Recreation Programs. Victoria Lorne Stewart, Senior Provincial Juvenile Court Judge made one very important observation at his retirement this summer, which reflected his half century of work with youth of our country, "If you intend to reduce crime then make being good more attractive than being bad, it means more access to the opportunity to participate", this sums it all up when we wonder why. This report is available upon request and the price is right.

In closing, may I say, it is not only at high points in profile events that I feel "proud" of staff achievements, but it is in the everyday attitude of a fun staff doing a professional job that makes it most worthwhile.

Our staff continues to lead the way and surpass other municipalities in delivering our services to our citizens. This summer is no exception and when the second annual Family Picnic is launched at Christie Conservation Area August 25th at 9:00 a.m. a lot of our people well deserve to unwind.

BS:mp
Attachment (1-8)

c.c. Culture & Recreation Managers
Advisory Committee

CANADIAN MUSEUM ASSOCIATION (CMA) ANNUAL CONFERENCE
HAMILTON, ONTARIO
JUNE 19-22, 1991

The CMA conference was a resounding success with approximately 550 registrations in attendance - a record for the association! Delegates represented museums, art galleries and cultural institutions from across Canada, the United States with a few from as far away as England and the Grand Cayman Islands.

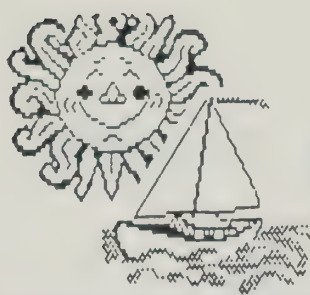
The focus of the conference was the "quality of museum work - doing the right thing or doing the thing right". The programme consisted of two keynote addresses, 20 exciting and challenging concurrent sessions, workshops, an annual general meeting and the Museum Salon which exhibited museum services and products. Highlights included the Minister's lunch with The Honourable Gerry Weiner, Minister of State for Multiculturalism, as the guest speaker and a local session entitled The Transformation of Cities: The Renaissance of the Urban Spirit where cultural development was compared within the framework of three cities: Buffalo, Pittsburg and Hamilton. The pre-conference tour was well attended and included a cultural excursion trip around the bay including visits to Dofasco, the Steam Museum, Burlington Cultural Centre, Royal Botanical Gardens and Dundurn Castle.

All of those in attendance were extremely pleased with the hospitality extended to them by the staff and volunteers from Hamilton's various cultural institutions.



Marilynn Havelka sat on the main conference programme committee and chaired the Local Arrangements Committee. Staff from museums and Hamilton Historical Board volunteered their time throughout the duration of the conference.

The delegates, CMA executive, staff were extremely impressed with the convention facilities and Hamilton's hospitality. See attachments.

MH/cf
Attachments



BEACH STRIP ADVENTURE

	Monday	Tuesday	Wednesday	Thursday	Friday	
OPENING WEEK SPECIALS	1	2  FREE NINJA TURTLE AFTERNOON 11-3	3  FREE WESTERN DAY PONY RIDES 11-3PM	4 CAMP REGISTRATION 1-7PM OLD SCHOOL HOUSE	5 DISABLED GAMES BARBEQUE	COMMUNITY APPRECIATION WEEK
WEEK ONE JULY 8-12	8 THEATRE & PUPPET LESSONS 10-12NOON LAKELAND POOL MINIGOLF 1-3:30PM	9 BUFFALO HUNT 9:30 WILD WATER WORKS 10-3PM	10 CONG SHOW PUPPET WORKSHOP 10-12NOON LAKELAND POOL MINI GOLF 1-3:30PM	11 CLOWNING MAGIC LESSONS 10-12NOON CARNIVAL 1-3PM	12 ONTARIO PLACE	THEATRE WEEK
WEEK TWO JULY 15-19	15 KITE MAKING FLYING 10-12NOON LAKELAND POOL MINI GOLF 1-3:30	16 SMALL CRAFT SAFETY 10-12NOON BASEBALL SOCCER CLINICS 1-3:30	17 ROLLER SKATING AT THE BEACH 10-12NOON LAKELAND POOL MINI GOLF 1-3:30	18 MINI OLYMPICS 10-12NOON REDBIRDS GAME BARBEQUE	19 BUFFALO HUNT 9:30 WILD WATER WORKS 10-3PM	SPORTS WEEK
WEEK THREE JULY 22-26	22 GARDENING PROGRAM 10-12NOON LAKELAND POOL MINI GOLF 1-3:30	23 WHITEMAN CREEK FISH FARM FISHING DERBY	24 BUFFALO HUNT 9:30 WILD WATER WORKS 10-3PM	25 POND STUDY ECOLOGY GAME 10-12NOON TREE INSECT STUDY 1-3PM	26 BRONTE PARK	NATURE WEEK
WEEK FOUR JULY 29-AUG 2	29 CRAFT HOT AIR BALLOON 10-12 LAKELAND POOL MINI GOLF 1-3:30PM	30 SMALL CRAFT SAFETY TEAM 10-12NOON TRACK FIELD SOCCER BASEBALL 1-3PM	31 ROLLER SKATING ON THE BEACH 10-12NOON LAKELAND POOL MINI GOLF 1-3PM	1 BUFFALO HUNT 9:30AM WILD WATER WORKS 10-3PM	2 ONTARIO PLACE	SPORTS WEEK
WEEK FIVE AUG 12-16	12 PEN PAL LETTER EXCHANGE 10-12NOON LAKELAND POOL MINI GOLF 1-3:30PM	13 BUFFALO HUNT 9:30AM WILD WATER WORKS 10-3:30PM	14 AROUND THE WORLD GAMES 10-12NOON LAKELAND POOL MINI GOLF	15 AFRICAN SLEEPOVER	16 AFRICAN SLEEPOVER	AROUND THE WORLD WEEK
WEEK SIX AUG 19-23	19 METRO TORONTO ZOO	20 SPCA ANIMAL SHOW 10-12NOON LAKELAND POOL MINIGOLF 1-3:30PM	21 MOUNTSBERG WILDLIFE SANCTUARY	22 CLOWNING BALLOON ANIMAL 10-12NOON LAKELAND POOL MINI GOLF 1-3:30PM	23 BUFFALO HUNT 9:30AM WILD WATER WORKS 10-3PM	ANIMAL WEEK

July 29, 1991

Mr. R. C. Sugden
Director of Culture and Recreation
City Hall
71 Main Street West
Hamilton, Ontario L8N 3T4

FILE NO.		General	
DEPT. OF CULTURE & RECREATION			
REC'D	AUG 6	1991	
D.C.S.			
D.C.S.			
D.C.S.			
BS			
M.S.			
A.M.S.			
O.M.			

SARASOTA
**sister
cities**
ASSOCIATION

1963
SANTO DOMINGO

Dear Bob:

A few lines to express our appreciation for your role in bringing the "West Mountain Kougars" baseball team to play in Sarasota.

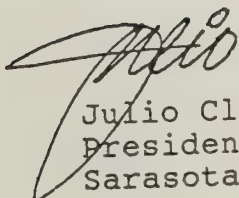
You may have heard about the very uncooperative weather that we had during the week of the games. In spite of it, the kids had a good time and made new friends. That was really the main item on the agenda.

Paul Byrnes, who organized these games and his group of volunteers put on a good show in spite of the last minute cancellation by the dominican team (no visas) and the weather. First time events are always a real challenge.

Paul and your group discussed the games in Hamilton, next year. They hope to include other sport(s) to make it more competitive. Any ideas?

Thank you.

Sincerely,



Julio Claret
President
Sarasota Sister Cities Association



Ontario

Ministry of
Tourism and
Recreation

Ministère du
Tourisme et
des Loisirs

Sp. C. W. L. H. L.

FILE No.	
DEPT. OF CULTURE	
ONTARIO	ONTARIO
incredible!	incredible!
AUG 8	1991
77 Bloor Street West	77 rue Bloor ouest
Toronto, Ontario	Toronto, Ontario
D. H. S.	
M7A 2R9	M7A 2R9
M. S.	
A. M. S.	
O. M.	

BS

July 26, 1991

Mr. Bob Sugden
Recreation Director
1991 Ontario Games for the Physically Disabled
Culture and Recreation Department
The Corporation of the City of Hamilton
71 Main Street West,
Hamilton, Ontario
L8N 3T4

Dear Bob:

I would like to extend my appreciation for your support of the 1991 Ontario Games for the Physically Disabled.

Your commitment and enthusiasm were a real assistance to the Games Organizing Committee whose dedication clearly reflected their efforts to "Share the Spirit". You should be proud of the collective efforts of your staff and the community of volunteers who made the Games the memorable success that they were.

All the best in the future and once again, congratulations. I look forward to another Hamilton success with the 1992 Ontario Senior Games.

Sincerely,

Cathy Miller

C.A. Miller
Manager, High Performance

4



REC'D	JUL 17 1991
D. C. K.	
D. S.	
D. H. S.	
	BS
M. S.	
A. M. S.	
O. M.	

July 12, 1991

Mr. Robert Sugden
Director
Department of Culture and Recreation
City Hall
71 Main Street West
Hamilton, Ontario
L8P 1H4

5

Dear Bob:

I wanted to write to let you know that your staff is one of the most professional and enjoyable group of people that I've had the privilege to work with. You probably already know that they are, but I wanted to confirm it!

Corky, Greg, Shelley, Nick, Fred, Charles, John Oddi, Julie Matson,....all of them put their hearts and souls into the Games for the Physically Disabled. Obviously, Corky, Greg, Nick and Fred were more involved, but all of them did an excellent job.

A staff/volunteer relationship is an interesting one at the best of times and your staff was marvelous with us at the Steering Committee level. They calmed our fears, offered support and solutions and always made us feel we were making progress.

As a volunteer, I enjoyed this project more than any other I have worked on. Hamilton should be very proud of your department.

Have a wonderful summer!

Sincerely

Jan Siim,
Executive Director,
The Volunteer Centre
of Hamilton & District.

JS:lr

**VOLUNTEER CENTRE
of Hamilton & District**

627 Main Street East, 2nd Floor, Hamilton, Ontario L8M 1J5
A United Way Member Agency





Hamilton Skating Club

25 Hester St. Hamilton, Ontario, L9A-2N3
(416)388-9050

MEMBER CANADIAN FIGURE SKATING ASSOCIATION

FILE No.	L9A-2N3	
DEPT. OF CULTURE & RECREATION	AUG 8 1991	
REC'D		
D. C. R.		
D. S.		
D. H. S.		
M. S.		
A. M. S.		
O. M.		

August 1, 1991

Mr. Bob Sugden, Chairman
Department of Parks & Recreation
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Mr. Sugden:

I wish to take this opportunity to personally thank you on behalf of myself and the Organizing Committee for the 1993 Canadian Figure Skating Championships for taking time out of your busy schedule to meet with the representatives of the Canadian Figure Skating Association, David Dore and Nancy White, as well as with Marilyn Tocher and Pat LeBlanc to tour the facilities available to us for this upcoming event and to answer all questions presented to you. Both David Dore and Nancy White were very impressed with the facilities Hamilton has to offer and we look forward to working with you over the next two years in order to make this event a success for both our Figure Skating Club and the City of Hamilton.

Yours very truly,

Rebbie Kaychuk

JIM MACRAE
CHAIRPERSON

CSA PLAYGROUND STANDARD IMPACTS ALL PLAYSPACES IN CANADA

By
Mike Hayward

The Canadian Standards Association (CSA) published in August 1990 a document on children's playspaces and equipment. The document is officially titled *CAN/CSA-Z614-M90, A Guideline on Children's Playspaces and Equipment*. This standard reflects a national consensus of producers and users — including manufacturers, consumers, professional organizations and government agencies.

This document consists of 87 pages which feature itemized written data, diagrams, charts and drawings. The standard is intended to promote play experiences while recognizing the need for protection for children between 18 months and 14 years. There is a comprehensive bibliography and related appendices on play for children with special needs, and a sample maintenance checklist which any park authority could incorporate into its regular program.

The objective of the standard is to reduce injuries. Its goal is to eliminate them. We must recognize, however, that injuries will happen and owners of play equipment must be prepared to take their responsibility in providing a regular inspection and maintenance program to assist in meeting the standard's objective.

Manufacturers and owners of playspace equipment, with the aid of the standard, can more readily ascertain whether their equipment complies with the guidelines.

Over 60% of all playspace injuries are caused by falls. To minimize this potential cause of injury, the Canadian guidelines recommend the following:

- all playground equipment with a height of over 450 mm above ground level requires a guardrail
- impact absorbing surfaces (protective surfaces) are required under and around all playground equipment. The depth and dimensions of the material will depend on the fall height, the type of equipment, and the surfacing proposed.

The manufacture and design recommendations are outlined in detail. The people responsible for management of their playspaces will find these recommendations most beneficial.

This standard, *CAN/CSA-Z614-M90*, is the base from which municipalities must develop their playspaces first, and only after complying with these minimum requirements can they be further enhanced by local, international and associated regulations. With experience, new technology and the desire to improve, improvements will continue. If the goals and objectives are to be achieved, those who contribute to the play environment must be obligated to its recommendations.

There is no reason for anyone providing play equipment for children's playspaces not to become a partner in our Canadian standard.

The standard is a must for all park and recreation authorities and can be purchased by writing or calling:

Canadian Standards Association
178 Rexdale Boulevard
Rexdale, Ontario
M9W 1R3
Telephone: (416) 747-4000.

Mike Hayward is Assistant General Manager of Paris Playground Equipment Inc. He is an active member of the technical committee that developed the CSA Standard for Canadian playspaces.

Playground and recreation facilities are now subject to more regulations and guidelines than ever in the past. Those responsible for the development, installation and maintenance of these facilities need to be fully aware of what regulations apply, and what the regulations require.

The key document to be aware of is the Canadian National Standard *CAN/CSA-Z614-M90**. Playground and recreation professionals supported the establishment of this standard, which comprehensively addresses critical issues regarding playspaces. One area that receives particular attention is the inspection and maintenance of children's playspaces.

The standard gives a general outline of how to develop an inspection and maintenance program that is done on a regular basis, and recorded. Some key points in Section 14 of the standard are:

- **Do an inspection immediately after installation** — make sure the equipment is installed properly and complies with the original plans, specifications and the Canadian Standard.
- **Use a maintenance checklist** — the Standard shows one that examines all the components for potential defects.
- **Start an inspection schedule** — the Standard explains the need for daily, monthly and annual inspections.
- **Proper repairs are important** — the Standard highlights the importance of repairs, and states that even repairs of old equipment must comply with the Standard. It also

emphasizes the need to use proper replacement parts.

Don't look on inspection and maintenance programs as an added burden on your already busy staff. Instead, it should be looked at in a positive light. The Canadian Standard makes them essential, and they yield a number of significant benefits. One benefit is that the playground equipment lasts longer. Another is reduced accident potential, and a third is a reduction in liability exposure. The documentation, which the inspection and maintenance program provides, gives you a means of monitoring your playgrounds and demonstrating that you have taken steps to ensure the playground equipment has received proper care.

Should you need more information or assistance to set up an inspection program, contact one of the following:

- your insurance carrier
- a well-established playground manufacturer
- one of the many recreation related associations.

The maintenance and inspection of playgrounds is an important function within the recreation industry. In addition to the value of having a properly maintained playground, the reduction in accident potential and liability exposure is significant.

Lastly, you will also enjoy the satisfaction of knowing children are playing on equipment that has been well cared for. □

**See CSA Playground Standard Impacts all Playspaces in Canada, in this issue.*

PLAYGROUND INSPECTION AND MAINTENANCE PROGRAMS REDUCE LIABILITY EXPOSURE

By
Mike Hayward

Mike Hayward is Assistant General Manager of Paris Playground Equipment Inc. He is responsible for the Paris Playground Inspection Service, which assists park authorities and school boards in developing their own inspection programs.



APPLICATION

MAJOR FACILITIES

SPORT/ACTIVITY

ATTENDANCE

EQUIPMENT

Check only one!

REGULAR SEASON

TOURNAMENT

PRACTICE TIME

OTHER

If other specify

If applying for both regular season and tournament use separate application for each.

AGE OF PARTICIPANTS (check one only)

0-18

19+

MALE

FEMALE

MIXED

OF TEAMS

HOUSE LEAGUE

TRAVELLING

OTHER

LEAGUE/GROUP:

AFFILIATION (if applicable)

INSURANCE CO:

POLICY #

CONTACT:

ADDRESS:

CITY:

PC

PHONE AM

PM

ALTERNATE CONTACT:

PHONE AM

PM

FACILITY REQUESTED:

TIMES FROM:

TO:

If times vary check here

DAY(S)

(please circle appropriate days)

MON

TUES

WED

THURS

FRI

SAT

SUN

DATES REQUIRED (Please attach schedule)

MAY

JUNE

JULY

AUG.

SEPT

OCT

AMENITIES

LIGHTS

ROOMS

Date of Application:

* If tournament will there be alcohol on site?

** Please note all questions must be answered in order for application to be processed.

APPLICATIONS FOR RENEWAL MUST BE RECEIVED ON OR BEFORE

FEBRUARY 15, 1992

For Office use:

Staff Initials:

Date Received:

Rate per hour/field:

Special notes:

Please complete reverse side...

Dear Mr. Sugden,

I'd like to take this opportunity to commend you and your staff on an excellent children's summer camp. My children have attended 2 years in a row and I continue to be impressed by the variety of activities and trips as well as by the conscientiousness of your counsellors. My oldest son had the experience of being a "Kid" for 2 weeks this summer and again I was really pleased with the day's training he received and the responsibility he was entrusted with.

Although I would like all your staff at the Ryerson location of Camp Kidder to be congratulated on a fine job, I would particularly appreciate if you would extend special thanks to Jeff Martin, Teresa Gaud and one of your finest counsellors, Jan. (Sorry I don't know her last name - she was also there last year and has worked out of the Dalewood Recreation Centre for some years.)

I realise that you have to work with shrinking budgets and increasing costs so your consistent level of quality camp programming is impressive.

In appreciation,

Yours Sincerely,

Yvonne Patch

4.(c)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 11

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. Bob Sugden
Director of Culture and Recreation

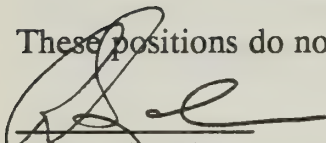
SUBJECT: Restructuring of Programming Section
- Recreation Division
- Department of Culture & Recreation

RECOMMENDATION:

That the Director of Culture and Recreation be authorized to restructure the Programming Section of the Recreation Division to provide for dedicated program co-ordination, within existing program staffing, to the following areas:

- Fitness & Aerobic Classes
- Community Special Needs Programs
- Community Development Programs
- Department Communications & Information Services
- Arts Programming In Community & Recreation Centres
- The 1992 Ontario Senior Games

These positions do not require reclassification and are within the current staff compliment.


Robert Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

FINANCIAL

Staffing costs are contained within the current budget of the Department's Program Section of the Recreation Division, with the exception of the Ontario Senior Games. The funding for the Games will be requested in the 1992 Budget.

Kevin Christenson, Secretary
Parks & Recreation Committee

1991, September 9

STAFFING IMPLICATIONS:

Program Organizers job descriptions provide for more specific job duties and permit this dedicated work. A review of responsibility level compared to the generalist role will be conducted following a six month period. It does not require any change of classification by Human Resources or the Finance and Administration Committee.

PROGRAM IMPLICATIONS:

Provisions for these restructuring moves were anticipated in the 1990 Department Reorganization and have been pursued with all levels of staff effected by these changes.

A staff internal application process was conducted for the existing Program Organizer compliment with the understanding that these may be new program emphasis areas but comply with the job descriptions on record for Program Organizers.

The critical needs for these portfolio's are:

- 1) **Fitness Programs and Aerobic Classes:** The need for standardizing leadership to comply with Provincial Guidelines for Health and Safety Regulations has been addressed. Licensing is expected in the future. Classes will be conducted by approved and trained instructors. The Co-ordinator will regulate and assign programs at (11) eleven recreation centres.
- 2) **Community Special Needs Programming:** Following a successful hosting of the Ontario Disabled Games, many new initiatives have been identified to continue community activities for the physically challenged. The emphasis will be to develop programs with full input from the participants and the community-at-large.
- 3) **Community Development Programming:** Following a successful pilot period of summer programming in areas of the city not served by recreation facilities, an extension approach to programming will be continued with an emphasis on youth services in lower income communities.
- 4) **Information Services:** Internal Department communications, advertising and fundraising has required more focused responsibilities to comply with programming needs. This position will deepen the revenue resources for specific activities and events.

Kevin Christenson, Secretary
Parks & Recreation Committee

1991, September 9

- 5) **Community Arts Programming:** Bring a co-ordinated arts program to community facilities has been lacking. The development efforts of the Arts Co-ordinator has prepared for these undertakings and this position will implement this important aspect of programming.
- 6) **Ontario Senior Games:** With the awarding of the 1992 Games to Hamilton, the need for a Staff Co-ordinator has been identified. With 2000 seniors coming to our city we intend these Games to be the best the Province has held. Staff resources will be supportive of the Games Committees and volunteers.

BACKGROUND:

The pilot period for these positions have been developed by the following staff and it is anticipated that they will continue to serve in these positions until reassigned:

- | | | |
|----|-------------------------|-------------------------|
| 1) | Fitness & Aerobics | - Laura Troccoli-Ormond |
| 2) | Community Special Needs | - Fred Lucibello |
| 3) | Community Development | - Nick Scime |
| 4) | Information Services | - Janine Gaunt |
| 5) | Ontario Senior Games | - Julie Matson |
| 6) | Community Arts | - Shari Johnson |

5(a)

CITY OF HAMILTON
- INFORMATION -

DATE: 1991 June 3

REPORT TO: Mr. K. Christenson, Secretary
Parks & Recreation Citizens' Advisory Sub-Committee

FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Neighbour to Neighbour Centre -
Summer Garden Project

BACKGROUND:

Following a successful initial season in 1990 the Neighbour to Neighbour Centre will once again this year operate a Summer Garden Project at Billy Sherring Park on the Central Mountain.

The Garden Project is an extension of the Centre's Self-Help Approach programme of assisting low income and unemployed families and individuals to grow their own vegetables thus relying less on food banks for their food needs.

In recent discussions with the Centre's staff it has been indicated that the number of families participating in the project could possibly reach fifty (50) this year . This number is up considerably from the twenty-five (25) of last year.

Further, Parks Staff have discussed this project with certain other Groups and Centres; i.e. St. Mathew's House, Good Shepherd Centre; earlier this year to investigate the potential for increased participation in the existing project or conversely to establish a base for alternate sites, subject to availability of services and other site criteria. While information on this type of project was well received, those contacted were unable to commit to any new endeavour this year. On this basis it was suggested that for this growing season anyone wanting to become involved in gardening would be accommodated at the mountain site. This would allow interested participants from the other Centres to experience gardening in this type of community arrangement and at the same time help City staff in determining the feasibility of such projects at other locations.

With reference to the Billy Sherring project, the Neighbour to Neighbour Centre has received a Government Grant which will facilitate employment of a Project Co-ordinator and allow installation of temporary sanitary facilities.

The Parks staff will once again assist the Centre by rototilling the land, arranging for a water service, providing a storage shed and picnic tables, and picking up any litter or accumulated plant refuse, etc.

DA/pw

c.c D. Pomfret, General Foreman, Public Works Department

5(b)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 June 3

REPORT TO: Mr. K. Christenson, Secretary
Parks and Recreation Citizens' Advisory Sub-Committee

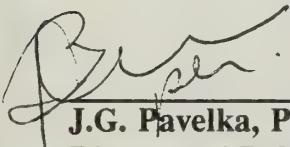
FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Bruleville Park

RECOMMENDATION:

That Bruleville Park located in the Bruleville Neighbourhood between Upper Wellington and Upper Wentworth as shown on Schedule 'A' be renamed Bruleville Nature Park, and further,

That the request by students of Cardinal Heights Public School to re-name the Park Cardinal Heights Park be denied.



J.G. Pavelka, P. Eng.
Director of Public Works

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

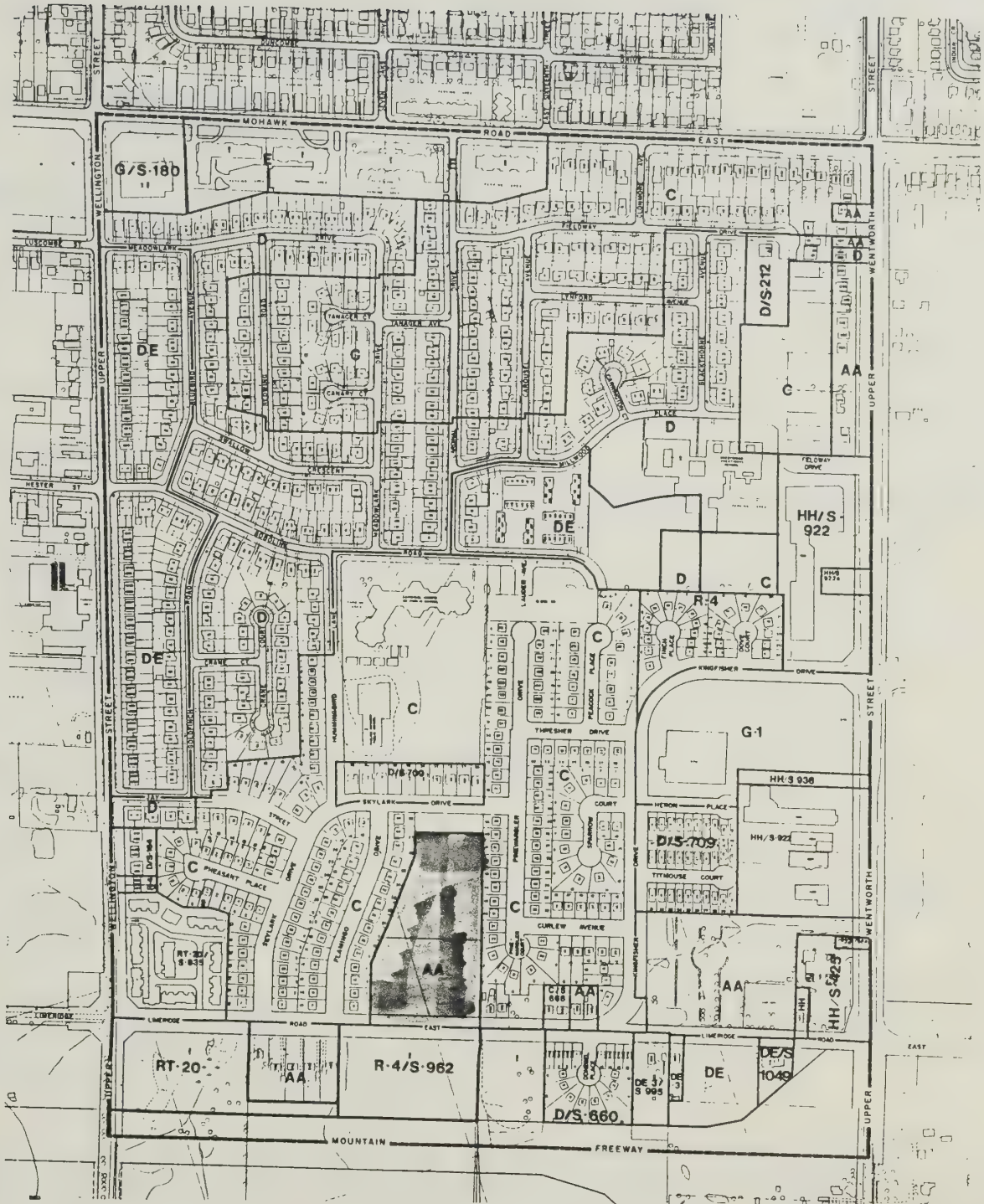
BACKGROUND:

On November 30, 1990 the students of Cardinal Heights School officially "adopted" Bruleville Park as part of their environmental studies program. At a school wide assembly held last November, the students and staff of Cardinal Heights demonstrated their awareness of environmental issues and a unified commitment to protecting their local environment with particular emphasis on Bruleville Park.

Through their adopt-a-park project, students will use Bruleville park for outdoor studies and undertake minor litter clean-up throughout the school year. The Park is naturally wooded with a variety of mature healthy trees and dense undergrowth hence it should serve the students well for nature/environmental studies. The intent of the Park's Division is to maintain the present condition of the park and where possible enhance its existing natural state.

Notwithstanding the initiatives taken by the students of Cardinal Heights Public School, the proposed change in name for Bruleville Park fails to satisfy the park naming guidelines and therefore is not recommended. However, recognizing the importance of the natural characteristics of Bruleville Park and the interest in preserving this stand of mature trees, staff have recommended the change to Bruleville Nature Park to reflect the long term intent for this area.

BC/mc
Attachment



<table border="1"> <tr> <td>7</td> <td>65</td> <td>18</td> </tr> <tr> <td>56</td> <td>16</td> <td>130</td> </tr> <tr> <td>82</td> <td>33</td> <td>116</td> </tr> </table>	7	65	18	56	16	130	82	33	116	<p>CITY OF HAMILTON</p> <p>BRULEVILLE</p> <p>ZONING</p>
7	65	18								
56	16	130								
82	33	116								
<p>This is not a Legal Document For Zoning Verification Please Contact City Building Department</p>	<p>Neighbourhood Boundary Zoning Boundary</p>									
<p>Prepared for The City of Hamilton By The Planning and Development Department of The Regional Municipality of Hamilton-Wentworth</p>	<p>PLANNING UNIT NO 7202</p> <p>SCALE 0 50m 100m</p> <p>JUNE 1988</p> <p>PAGE NO 16</p>									

CITY OF HAMILTON

- RECOMMENDATION -

DATE:

SEP 30 1991
1991 September 27


REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Citizens' Advisory Sub-Committee

FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Trenholme Neighbourhood Park

RECOMMENDATION:

That the newly created Park in the Trenholme Neighbourhood be officially named Trenholme Park.



Mr. J. G. Pavelka, P. Eng.
Director of Public Works

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

The Trenholme Neighbourhood is located on the south-east mountain, bounded by Limeridge Road East, Upper Ottawa, Stone Church Road East and the C.N.R.

In the central/east part of this neighbourhood lies a 4.05 ha park site of which the eastern portion was acquired as parkland dedication and the western portion currently owned by the Region will be transferred to City when the land requirements for the East West Freeway portion are finalized. (see attached plan)

Phase I Development of this parkland was completed earlier this year with grading and seeding work. Working with a Neighbourhood Park Committee and the Ward Aldermen, the Parks Development Section employed a 1991 Capital funding commitment of \$45,000 from the Park Development Programme utilizing 5% park dedication funds. Phase II will continue in 1992 and will consist of a spray facility, pathways, creative play structure, shelter multi-purpose play count, plantings, lighting and site furniture.

The Trenholme Neighbourhood Park Committee has played a significant role in the park design process and in raising funds to be used for the installation of playground equipment.

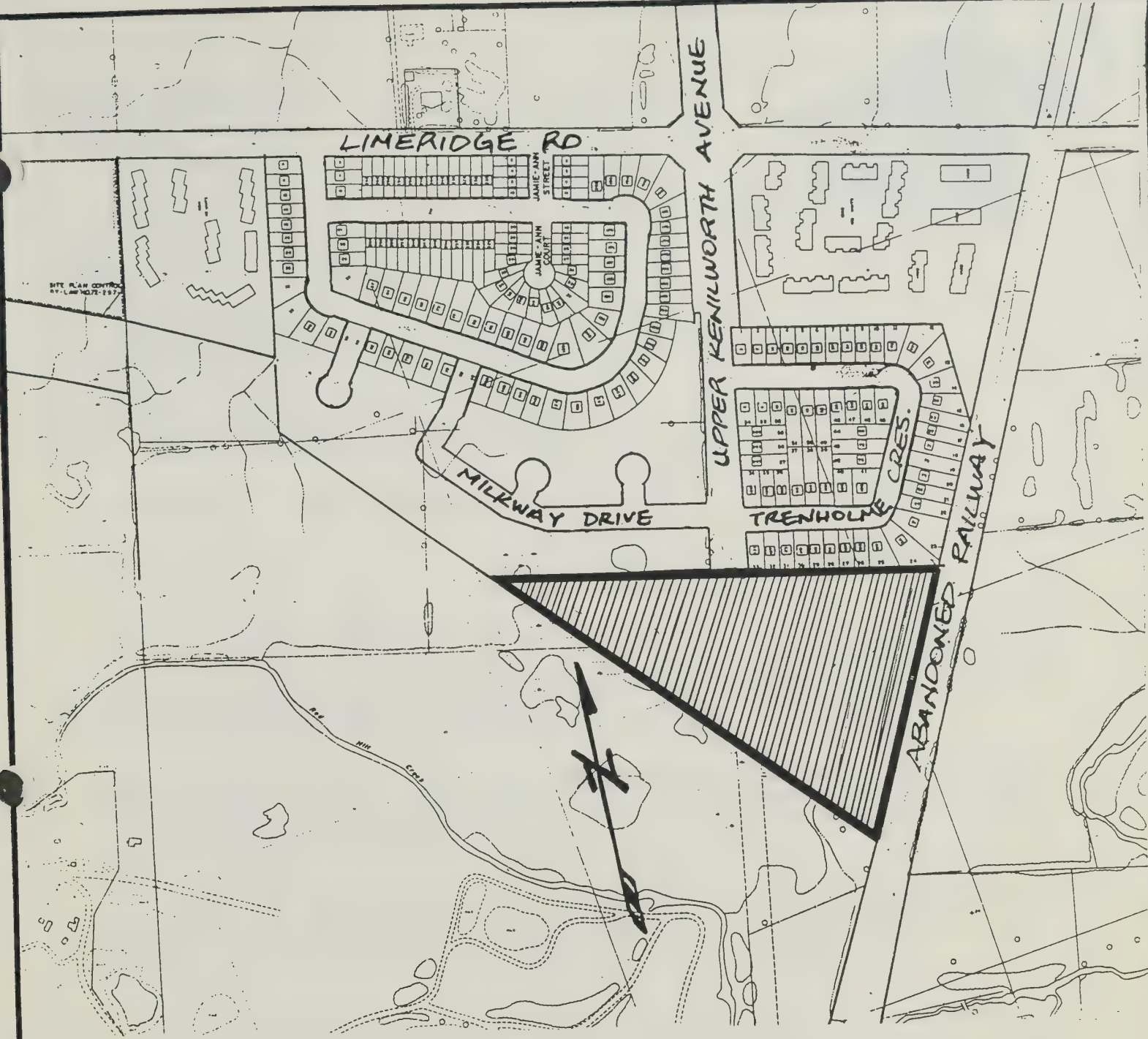
5.(c)

The proposed name "Trenholme Park" originates from the neighbourhood park committee and is supported by area residents and Ward Aldermen. (see attached correspondence date June 27, 1991)

In terms of the approval guidelines for the naming of a neighbourhood park, the first consideration is to use the name of the neighbourhood in which the park is located.

Given the conformity of the proposed name with the park naming guidelines and the source of the initial proposal, staff are pleased to advance the recommendation contained in this report.

① RWC/mc
Attachments



Project

TRENHOLME PARK

Title

LOCATION MAP

Date JULY 15-91

Scale N.T.S.

Dwg. No.



FILE No. 91-256700		
DEPT. PUBLIC WORKS		
JUN 27 1991		
	INFO ONLY	REPT REQD.
ASS		
MP	✓	2/10/97
MEM		
MFS		
CCAS		
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SSS(c)		
SSS(m)		
S M		

TO: Mr. R. Chrystian
Manager Parks Div.

FROM: Mr. D. McIndless
Chairman

SUBJECT: Official Name of Park

DATE: June 27/91

Dear Bob

This letter will confirm our conversation on June 5/91, where at which time I asked you for the Guideline's required to officially name the Park.

At the General Committee meeting held on June 19/91, I brought this matter before the Committee for debate and explained the details of the Guidelines to them.

I am pleased to report that on consent of the Committee of a vote of 16 to 3, we wish to Officially name our Park TRENHOLME PARK, and ask that you place this matter before the Parks and Recreation Committee at the proper time for approval.

Yours Truly

Dennis McIndless
Chairman

c.c Aldermen T. Jackson
Aldermen V. Formosi
Mr. C. Firth-Eagland Parks Development

E

CITY OF HAMILTON

- INFORMATION -

5(d)

DATE: 1991 September 18

REPORT TO: Mr. K. Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Pier-4 Development

BACKGROUND:

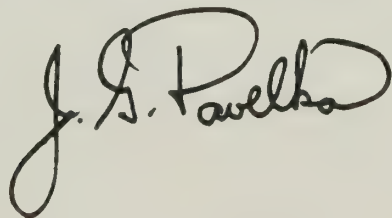
At its meeting of 1991 March 26, City Council directed staff to proceed with the development of Pier-4 Park and the public boat launch, according to the development concept approved on 1991 January 29. Any further refinements to the concept plan are to be reported back to the Parks and Recreation Committee.

Since that time, staff have completed the refinements to the concept plan with the assistance of public input, through a series of design workshops. The Pier-4 park development concept plan is available for viewing in the Public Works office and will be presented to the Parks and Recreation Committee at its meeting on October 1, 1991.

The boat launch ramp and support parking area have been constructed and the pending installation of the floating docks will complete this facility. Construction of the parking area and shoreline protection measures will be initiated in the fall of 1991.

At this time a response has not been received from the Provincial Government with respect to our request for funding assistance for the development of Pier-4 park. Upon receiving a reply, staff will inform the Parks and Recreation Committee with a full report in advance of the 1992 Capital Budget process.

CFE/mhs



Tuesday, 1991 June 10
12:00 o'clock noon
Room 219, City Hall

The Parks and Recreation Citizens' Advisory Committee met.

There were present: Mr. L. Franco
Mr. J. Byl
Mr. F. Hickey
Miss J. Rapsavage

Absent: Alderman T. Murray, Civic Business
Alderman G. Copps, Civic Business
Mr. F. Mastroianni
Mr. M. Russell
Mr. K. Phillips
Mr. H. McKerracher
Mr. J. Kiriakopoulos
Mrs. L. Peddle

Also present: Ms. S. Merlo-Orzell, Culture and Recreation Department
Ms. J. Turner, Culture and Recreation Department
Mr. G. Hesson, Culture and Recreation Department
Mr. R. Chrystian, Public Works Department
Mr. C. Firth-Eagland, Public Works Department
Mr. K. Christenson, Secretary

Due to a lack of a quorum the meeting was adjourned.

7.

URBAN/MUNICIPAL
CAH ON HBL A05
C51A1



CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1991 October 18

NOTICE OF MEETING

PARKS AND RECREATION COMMITTEE

**Tuesday, 1991 October 22
9:30 o'clock a.m.
Room 233, City Hall**



**Kevin Christenson, Secretary
Parks and Recreation Committee**

AGENDA

- 1. CONSENT AGENDA**
- 2. DELEGATIONS**

Hamilton Redbirds - Canadian Baseball Hall of Fame

3. PRESENTATION

Department of Culture and Recreation

Hamilton Sports Programme and Awards - Mr. R. Sugden (No Copy)

4. CITY MANAGEMENT TEAM

Storm Water Storage Facility - Simcoe Street

5. DIRECTOR OF PROPERTY

- (a) Rescind Offer to Purchase Land from CP Rail -
North Side of Main Street West, West of Cootes Drive**
- (b) Hamilton Tennis Club - Architect Selection for a New Club House**
- (c) 25 Tecumseh Street**

6. HAMILTON HISTORICAL BOARD

**Terms of Reference
Conservation Study for the
Hamilton Museum of Steam and Technology**

7. NEW BUSINESS

8. ADJOURNMENT

**NOTE: MR. JOHN TRIGGS, ARCHAEOLOGIST, DUNDURN CASTLE WILL BE GIVING
A PRESENTATION REGARDING HIS WORK AT THE CASTLE GROUNDS,
IMMEDIATELY AFTER THE MEETING FOR THOSE WHO ARE INTERESTED.**

OUTSTANDING ITEMS - PARKS AND RECREATION COMMITTEE

	<u>Item</u>	<u>Original Date</u>	<u>Action</u>	<u>Status</u>
1.	Priority One Parkland Acquisition	1990 July 24	Parks Staff Committee	Report Pending
2.	Golf Course for Senior Citizens', King Forest	1990 August 21	Golf Sub-Committee	Review and prepare report
3.	Storage Inventory - Parks Recreation Items/ Equipment	1990 November 6	Manager of Purchasing	Compile Inventory and Prepare Report
4.	Map on Park Developments	1990 December 18	Director of Public Works	To reflect 15 yrs. + 1990
5.	Adopt-A-Park Programme	1991 March 5	Director of Public Works	Review recommendation and include specific responsibilities
6.	Bikeways Signage - Escarpment	1991 March 5	Director of Public Works	Tabled Pending Status of Regional Bikeways Program
7.	Artifacts Inventory	1991 May 7	Director of Culture and Recreation	Compile Inventory and Prepare Report
8.	William Connell Park Burial Grounds Investigation	1991 July 23	Director of Public Works	Investigate and Prepare Report

- | | | | | |
|-----|--|----------------|--|--|
| 9. | Ontario Arts Council
Budget | 1991 July 23 | Arts Advisory
Sub-Committee
Arts Co-ordinator
Department of Culture
and Recreation | Review Funding |
| 10. | Indoor Bocci Courts | 1991 Sept. 17 | Director
of Culture and
Recreation and
Manager of
Parks | Prepare Report |
| 11. | Hamilton Harbour /
Cootes Paradise Fish
and Wildlife Rehabilitation Plan | 1991 October 1 | Director of
Culture and
Recreation | Review and Report Back
to the Parks and
Recreation Committee |
| 12. | Redhill Bowl Park | 1991 October 1 | Director of
Public Works | Prepare a report
on the Establishment of
a Committee |

1991 October 17

CONSENT AGENDA

PARKS AND RECREATION COMMITTEE

Tuesday, 1991 October 22

**9:30 o'clock a.m.
Room 233, City Hall**

AGENDA

A. ADOPTION OF THE MINUTES

Approval of the Minutes of the Meeting held 1991 October 1

B. DIRECTOR OF CULTURE AND RECREATION

- i. Grant Applications - Historic Sites
- ii. Historical Artifact Acquisition Accounts - Historic Sites

C. DIRECTOR OF PUBLIC WORKS

Restructuring Parks Horticulture/Facilities

**D. PARKS AND RECREATION CITIZENS'
ADVISORY SUB-COMMITTEE**

- i. Bruleville Park
- ii. Trenholme Neighbourhood Park

E. HAMILTON HISTORICAL BOARD

Deaccessioning of Artifact in the Dundurn Castle Collection

F. CRYSTAL PALACE SUB-COMMITTEE

List of Wares for Trademark

Tuesday, 1991 October 1
9:30 o'clock a.m.
Room 233, City Hall

A.

The Parks and Recreation Committee met.

There were present:

Alderman T. Murray, Chairperson
Alderman J. Gallagher, Vice-Chairperson
Mayor R. M. Morrows
Alderman G. Copps
Alderman M. Kiss
Alderman F. Lombardo
Alderman T. Jackson
Alderman Wm. M. McCulloch
Alderman B. Hinkley

Also present:

Alderman V. Formosi
Alderman D. Wilson
Alderman D. Agostino
Alderman D. Ross
Mr. R. Sugden, Director of Culture and Recreation
Ms. M. Havelka, Department of Culture and Recreation
Ms. J. Turner, Department of Culture and Recreation
Ms. S. Merlo-Orzel, Department of Culture and Recreation
Ms. C. Secore, Department of Culture and Recreation
Mr. J. G. Pavelka, Director of Public Works
Mr. R. Chrystian, Public Works Department
Mr. C. Firth-Eagland, Public Works Department
Mr. W. Plessl, Public Works Department
Mr. D. W. Vyce, Director of Property
Mr. R. Martiniuk, Architectural Division
Ms. H. Kayal, Architectural Division
Mr. S. Chang, Architectural Division
Mr. M. Shaw, Architectural Division
Mr. P. Hooker, Law Department
Mr. P. Barkwell, Law Department
Mr. T. Bradley, Manager of Purchasing
Mr. J. J. Schatz, Deputy City Clerk
Mr. V. Cairns, Hamilton Harbour Stakeholders Group
Mr. R. Butterworth, Architect
Mr. M. Lewis, Solicitor
Mr. J. Norris, Mountainview Residents for
Recreation of Hamilton Inc.
Mr. J. Knox
Mr. B. Charters
Mr. K. C. Christenson, Secretary

1. A. ADOPTION OF THE MINUTES

- i. The minutes of the meeting held 1991 September 17 were adopted as circulated.
- ii. The minutes of the special meeting held 1991 September 24 were adopted as circulated.

B. DIRECTOR OF CULTURE AND RECREATION**The Ontario Provincial Seniors Games Actifest '92**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1991 September 20 respecting the Ontario Provincial Seniors Games Actifest '92 - Golf Event.

The Committee approved the following recommendation:

That the Director of Culture and Recreation be authorized to waive green fees at King's Forest and Chedoke Golf Courses during the Ontario Provincial Senior Games - Actifest '92 scheduled to take place on Tuesday, 1992 August 25 and Wednesday, 1992 August 26.

C. HAMILTON HISTORICAL BOARD**Allan Studholme Plaque Installation in Woodlands Park**

The Committee was in receipt of a report dated 1991 September 24 from the Secretary of the Hamilton Historical Board respecting the Allan Studholme Plaque Installation in Woodlands Park.

The Committee approved the following recommendation:

That the Allan Studholme Plaque be located in the south east corner of Woodlands Park facing Barton Street and adjacent to the main walkway.

2. PRESENTATIONS**i. Hamilton Harbour Stakeholders Group**

Mr. Vic Cairns of the Hamilton Harbour Stakeholders Group gave a presentation respecting the Hamilton Harbour/Cootes Paradise Fish and Wildlife Rehabilitation Plan.

Following discussion, the Committee recommended that the item be received and referred to staff for a complete review and report back to the Parks and Recreation Committee.

ii. Department of Public Works, Pier 4 Park Development Update

The Committee was in receipt of an information report dated 1991 September 18 from the Director of Public Works respecting Pier 4 Park Development Update.

Mr. Chris Firth-Eagland of the Public Works Department presented the latest plans for the Pier 4 Park Development.

Following discussion, the Committee recommended that the item be received.

iii. Redhill Expressway

The Committee agreed to hear as an added starter, a presentation by Mrs. J. Tozzi and Mrs. E. Savelli respecting King Street East and Lawrence Road - Redhill Expressway.

Mrs. J. Tozzi and Mrs. E. Savelli gave a brief presentation respecting the effects of that the Redhill Expressway had had on access and use of the Redhill Bowl Park stating that a potentially dangerous situation had been created by the work that has been undertaken to-date.

Following discussion, the Committee directed staff to prepare a report on the establishment of a Committee made up of Aldermen and citizens of Ward 4 and Ward 5 and staff members to address the issues raised.

**3. DIRECTOR OF PROPERTY/
DIRECTOR OF CULTURE AND RECREATION/MANAGER OF PURCHASING**

Huntington Park Recreation Centre/Renovations and Addition - Appointment of Architect

The Committee was in receipt of a copy of Section 6 of the SEVENTEENTH Report of the Parks and Recreation Committee respecting the Huntington Park Recreation Centre/Renovations and Addition - Appointment of Architect which was referred back by Hamilton City Council at its meeting held 1991 September 24.

Mr. M. Lewis, Solicitor for Mr. R. Butterworth, addressed the Committee on the concerns that his client had in respect to the tendering process for the Huntington Park Recreation Centre/Renovations and Addition - Appointment of Architect. Mr. Lewis explained that for reasons out of his control, Mr. Butterworth was unable to have his proposal submitted by the 11:00 a.m. closing time. Mr. Lewis contended that the selection process was in question and that a formal tendering process had not be followed and therefore there could be no time constraints.

Following discussion, it was moved by Alderman Kiss, seconded by Alderman Gallagher that the Committee go in-camera to discuss the item with the City Law Department.

The motion lost.

Subsequently, it was moved by Alderman Jackson, seconded by Alderman Hinkley that:

- (a) That approval be given to enter into a contract with Chamberlain Architect Services Limited of Burlington, Ontario, as the Prime Consultant for the Huntington Park Recreation Centre/Renovations and Addition. The contract amount will be \$237,500.00 - two hundred and thirty-seven thousand, five hundred dollars.
- (b) That a contract satisfactory to the City Solicitor be entered into between the City and the Prime Consultant, Chamberlain Architect.
- (c) That the Mayor and the City Clerk execute the contract on behalf of the City.

YEAS - Alderman T. Murray, Alderman G. Copps, Alderman F. Lombardo, Alderman T. Jackson, Alderman Wm. M. McCulloch, Alderman B. Hinkley

NAYS - Alderman J. Gallagher

ABSTAINED - Alderman M. Kiss

CARRIED

4. **DIRECTOR OF PUBLIC WORKS**

Refurbishing - Andy Warburton Park

The Committee was in receipt of a report dated 1991 September 25 from the Director of Public Works Department respecting the refurbishing of Andy Warburton Park.

The Committee approved the following recommendation:

That the Director of Public Works be authorized to undertake remedial works in Andy Warburton Park utilizing a portion of the 1991 funding previously approved for the development of Leaside Park, Account No. CF5255 629154004.

5. **DIRECTOR OF CULTURE AND RECREATION**

i. **Special Events Guidelines**

The Committee was in receipt of a report dated 1991 September 24 from the Director of Culture and Recreation respecting Special Events Guidelines.

The Committee approved the following recommendation:

(a) That the criteria for Hamilton Special Events attached hereto as Appendix "A" be adopted, for a one year trial period, to include:

- i. An application process requiring a description, the preferred location and the funding outline of the event.
- ii. The approval process for all operational, health and safety regulations required by the event organizer.
- iii. The cost recovery plan for all auxiliary services provided by City, Region and other agencies.
- iv. The liability insurance coverage to be purchased from the City's user group policy.

(b) That a Special Events Permitting Fee be adopted according to the following schedule:

Category 1 Festivals held over two or more days
fee: \$100.00 per day

Category 2 Community Events of one day duration
fee: \$ 20.00 per day

Category 3 Sports Events in both multi or single sport programs
fee: according to rental policy

(c) That the Finance and Administration Committee be requested to transfer the base budget of the on-going/annual special events to the Events - Current Budget of Culture and Recreation, administered by the Special Events Co-ordinator.

(d) That the Parks and Recreation Committee appoint a Special Events Task Force effective January 1 of each year to review the Hamilton Special Events criteria and fees.

ii. **No. 25 Tecumseh Street**

The Committee was in receipt of a report dated 1991 September 25 from the Director of Culture and Recreation respecting 25 Tecumseh Street.

- (a) That the Director of Property be authorized to proceed with the acquisition of the property known as 25 Tecumseh Street, adjacent to the grounds of Dundurn Castle, which originally was Sir Allan MacNab's Gardener's Cottage.
- (b) That the City Treasurer be requested to prepare a recommendation to the Finance and Administration Committee to recommend the method of financing, for an amount not to exceed \$175,000.00.

6. **DIRECTOR OF PROPERTY**

i. **Sale of Park Property, Spruceside Avenue Radial Park, James and Melanie Warr**

The Committee was in receipt of a report dated 1991 September 25 from the Director of Property respecting the Sale of Park Property, Spruceside avenue Radial Park, James and Melanie Warr.

The Committee approved the following:

- (a) That an Offer to Purchase executed by James and Melanie Warr on 1991 September 19 and scheduled for closing on or before 1991 December 5, for the purchase of a portion of park property, more particularly described as Part 1, Registered Plan 62R-11833, having a frontage along the easterly limit of Spruceside Avenue of 0.829 metre (2.71 feet) more or less, by a depth of 23.52 metres (77.17 feet) more or less, and consisting of a total area of 22.9 square metres (246.0 square feet) more or less, be accepted and completed. The purchase price of \$8,300.00 be credited to the following accounts: Account No. CH4X501 00201 (Reserve for Parklands) \$7,700.00 and Account No. 45027 401 340 (Recoverable Services - Surveys) \$600.00.
- (b) That a deposit cheque in the amount of \$830.00 be retained by the City Treasurer pending this Agreement.
- (c) That the Mayor and City Clerk be authorized and directed to execute any necessary documentation.

ii. **Revised Option to Purchase Agreement
from Chedoke Health Corporation to the City of Hamilton
Proposed West Mountain Twin Pad Arena**

The Committee was in receipt of a report distributed at the meeting dated 1991 September 30 from the Director of Property respecting the Revised Option to Purchase Agreement from Chedoke Health Corporation to the City of Hamilton regarding the proposed West Mountain Twin Pad Arena.

The Committee approved the following:

- (a) That the Mayor and City Clerk be authorized to execute an amending agreement for the purchase of a six (6) acre arena site from Chedoke Health Corporation.
- (b) That the amended Option to Purchase Agreement will include the same terms of the original Option to Purchase Agreement approved by City Council on 1990 November 13 subject to the following changes:
 - i. The Chedoke Health Corporation agrees to grant at no cost to the City of Hamilton, in addition to the six (6) acre arena site, parts 26-29 on a Plan dated 1991 September 12 as prepared by A. J. Clarke and Associates (Plan T-1220-D).
 - ii. That the City of Hamilton will incorporate by by-law, the aforementioned parts into the public highway system immediately upon delivery and registration of the deeds therefor to the City.
 - iii. That the construction of the said lands into a travelled highway will take place no later than the opening of the Arena.

7. **ADJOURNMENT**

There being no further business, the meeting then adjourned.

Taken as read and approved,

**ALDERMAN T. MURRAY, CHAIRPERSON
PARKS AND RECREATION COMMITTEE**

K. C. Christenson, Secretary

1991 October 4

B.(i)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 15

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. Bob Sugden
Director of Culture and Recreation

SUBJECT: GRANT APPLICATIONS - HISTORIC SITES

RECOMMENDATION:

- (a) That approval be given to apply to the Ministry of Community and Social Services for a one year Employment Programme Grant for a shared position between Whitehern and the Arts.
- (b) That approval be given to The Children's Museum to apply to the Ministry of Culture and Communications for a one year internship grant.


Robert Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Sufficient funds are provided in Account CH 54004-71510 to cover these projects.

BACKGROUND:

Assist with the archives at Whitehern and preparing an inventory of public art for the arts component.

B.(ii)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 September 24


REPORT TO: Mr. K. Christenson, Secretary
Parks & Recreation Committee

FROM: R. Sugden, Director
Culture & Recreation

**SUBJECT: HISTORICAL ARTIFACT ACQUISITION ACCOUNTS
- HISTORIC SITES**

RECOMMENDATION:

That any funds remaining uncommitted in Historical Acquisition Accounts (Historic Sites) be automatically transferred at year end to a trust account set up for each appropriate museum.



R. Sugden

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Interest would be accrued to increase revenue available for artifact purchases. Transfers would amount to approximately \$7,200 at year end (1991 figures) for the five museums. CH 55218-71001, CH 55218-71105, CH 55218-71205, CH 55218-71305, CH 55218-71405.

BACKGROUND:

The purchase of historical artifacts is dependant on market availability which varies greatly from year to year. This proposal would enable the museums to retain funds specifically for artifact purchases when no appropriate artifact is available in a given year.

It would allow each museum the discretion to accumulate funds towards the purchase of an artifact, more expensive artifacts, or ones that could not be purchased in a given budget year due to the limited appropriation.

Such a trust account would allow for immediate response if an appropriate artifact suddenly became available on the market.

Only a small percentage of museum artifacts are purchased, the vast majority of the collections have been generously donated by the public. However, the value of artifacts has reduced the number of quality of artifacts being offered to the museums. Therefore, the museums require the flexibility to purchase artifacts to fill gaps in the collection or purchase Hamilton specific items such as an artifact original to Dundurn Castle. Any such purchase is a long term investment for the citizens of Hamilton.

MH/cf

c.c. Mr. E. Matthews
City Treasurer

C.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 15

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee


FROM: Mr. J. G. Pavelka, P.Eng.
Director of Public Works

SUBJECT: Restructuring - Parks Horticulture/Facilities

RECOMMENDATION:

That the responsibilities associated with the Turf Section of Parks Horticulture (King's Forest and Chedoke Golf Courses, Churchill, Roselawn, Fernleigh and Mount Hamilton Lawn Bowling) be transferred to Parks Facilities under the jurisdiction of the Superintendent of Facilities as outlined on the attached organizational chart.

That the action taken by the Director of Public Works to implement this change effective October 7, 1991 be approved.



Mr. J. G. Pavelka, P. Eng.
Director of Public Works

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The addition of the responsibilities for the Turf Section to the existing responsibilities for Sports Facilities already under the Superintendent of Facilities will require a rewriting of this job description and an evaluation of the position. Presently the Superintendent of Facilities' position is rated at Level I3 (\$53,540 to \$63,087), with the additional responsibilities, if sufficient points are awarded through the evaluation, it is possible that the new job description could be evaluated at Level "H" (\$55,605 to \$65,539). If this materializes, the top of the position would be increased by \$2,452.

BACKGROUND:

Associated with the City's initiatives to "right-size", the Public Works Department undertakes a review of its organizational structure as each opportunity arises. The most recent occasion involves the Parks Division - Horticulture stemming from the resignation of the General Foreman - Turf, effective September 13, 1991.

In this regard, the Public Works Department has concluded that the responsibilities associated with maintenance and development of the King's Forest and Chedoke Golf Courses as well as the City's 4 lawnbowling facilities be transferred from Parks Horticulture to Parks Facilities.

Two main factors led to this decision as follows:

- The change represents a consolidation of like activities ie golf and lawnbowling with other sport related facilities within the Facilities section. From a labour management standpoint, staff from the Horticulture Section (golf courses) are presently transferred in and out of the Facilities Section (ski operation) as the seasons dictate.
- The change puts in place a more equitable distribution of responsibilities amongst senior management staff in the Parks Division. Work in Forestry and Beautification is ever increasing both in volume and technical innovation; a trend which is expected to continue as concerns for the environment and quality of life issues become even more evident.

The City's Horticulturist will now be in a position to focus more directly on matters relating to forestry and beautification.

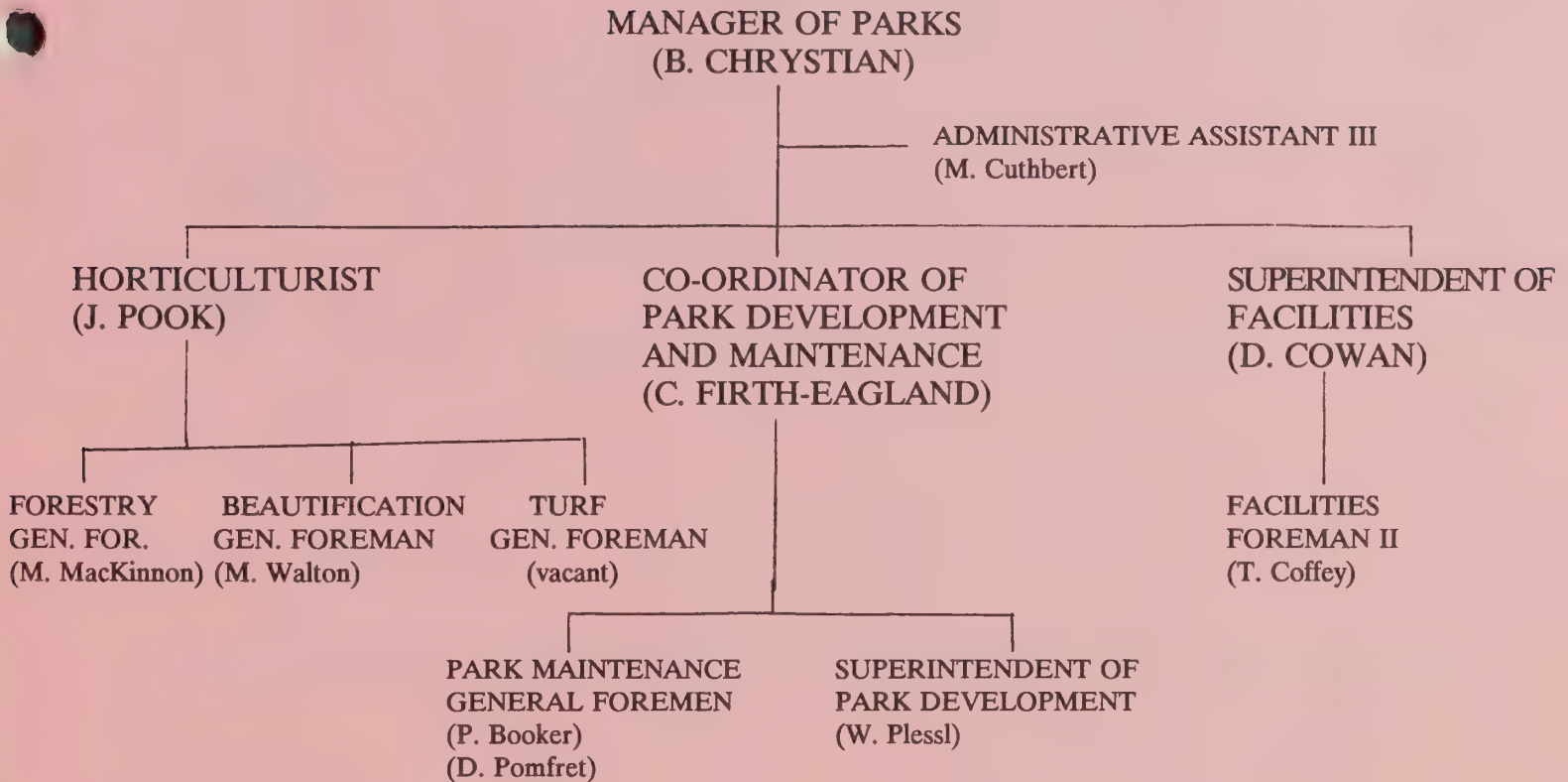
The intent of this restructuring is to maximize the use of existing personnel and to take full advantage of the expertise existing within the Public Works Department. At the same time, there are administrative procedures and labour management issues which can be streamlined and made more responsive to user needs.

In view of the number of years the existing structure has been in place there is a considerable volume of information to be shared between the affected senior staff. For this reason and to allow as much time as possible for the re-organization to be in place relative to budget preparation and planning for next year, new assignments were made effective October 7, 1991. Committee approval of this action forms part of the staff recommendation.

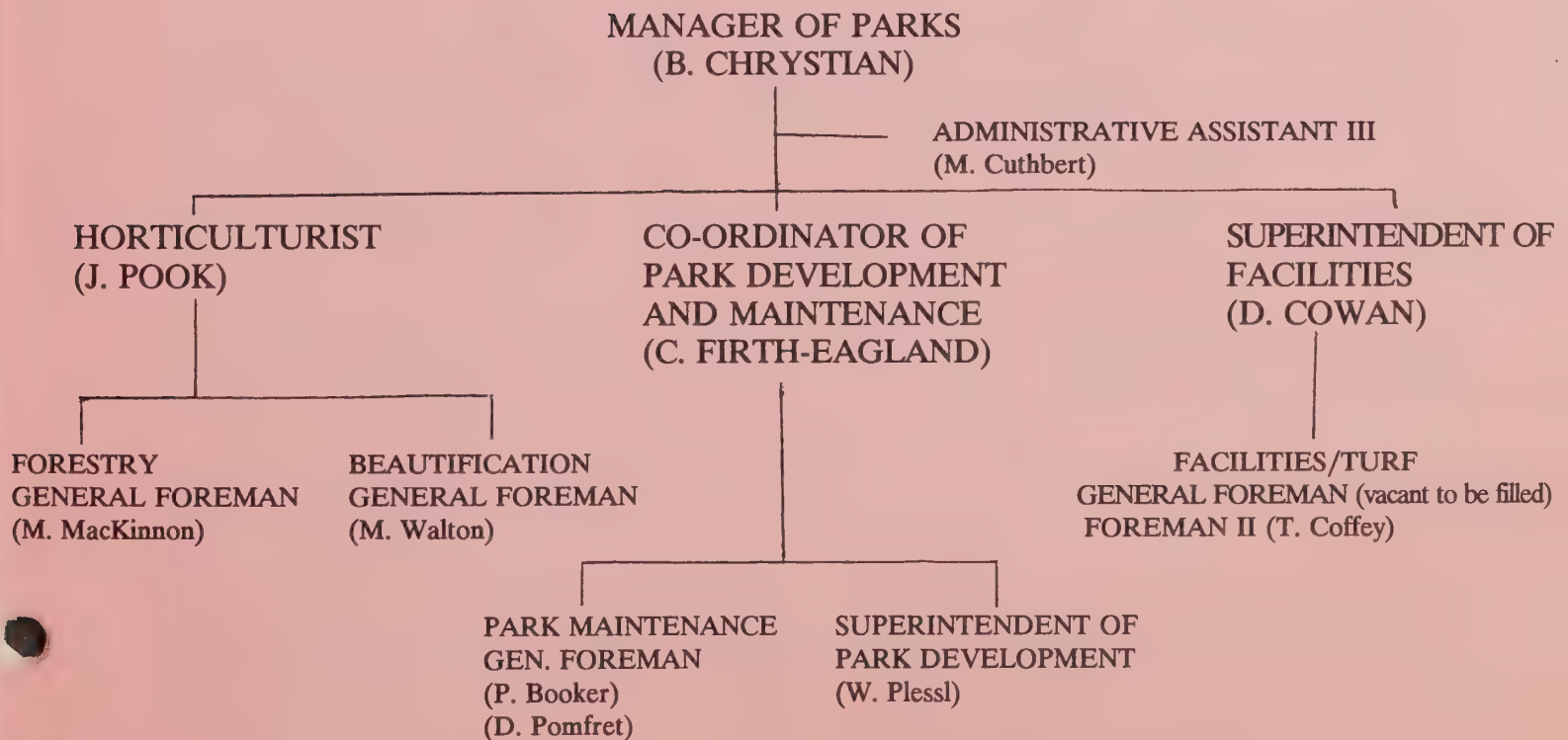
RWC/mc
Attachment

cc: Mr. L. Sage, Chief Administrative Officer
Mr. J. Johnston, Commissioner of Human Resources
ATTENTION: E. Bourns, Manager of Wage, Salary Administration

EXISTING STRUCTURE



PROPOSED STRUCTURE



CITY OF HAMILTON
- RECOMMENDATION -

D. (i)

DATE: 1991 October 8

REPORT TO: Mr. K. C. Christenson, Secretary
Parks and Recreation Committee

FROM: Secretary
Parks and Recreation Citizens' Advisory Sub-Committee

SUBJECT: Bruleville Park

RECOMMENDATION:

That Bruleville Park located in the Bruleville Neighbourhood between Upper Wellington and Upper Wentworth as shown on Schedule "A" be renamed Bruleville Nature Park.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

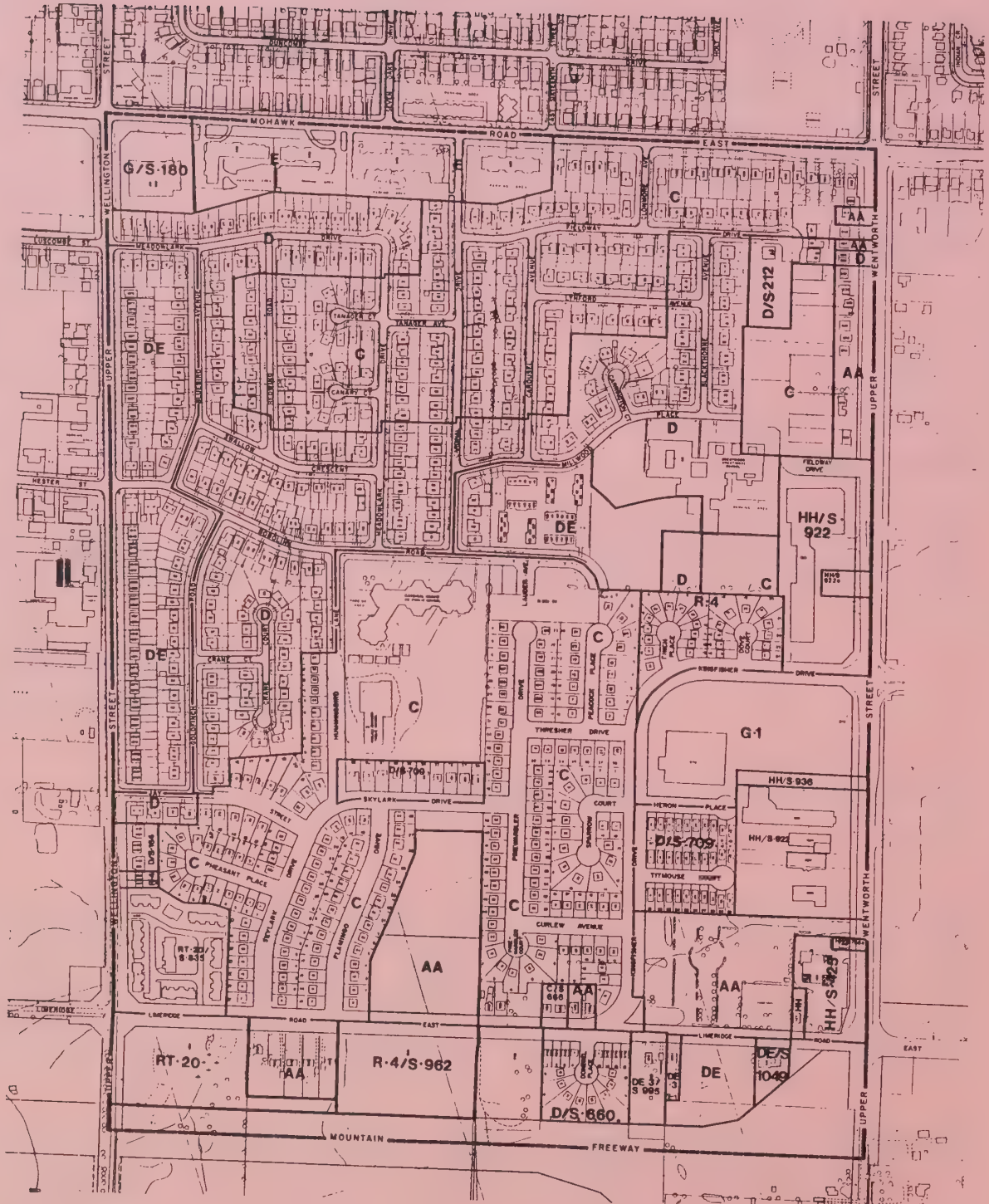
BACKGROUND:

On 1990 November 30, the students of Cardinal Heights School officially "adopted" Bruleville Park as part of their environmental studies program. At a school wide assembly held last November, the students and staff of Cardinal Heights demonstrated their awareness of environmental issues and a unified commitment to protecting their local environment with particular emphasis on Bruleville Park. At this time the students requested the Parks Division to rename the park Cardinal Heights Park.

Through their adopt-a-park project, students will use Bruleville park for outdoor studies and undertake minor litter clean-up throughout the school year. The Park is naturally wooded with a variety of mature healthy trees and dense undergrowth hence it should serve the students well for nature/environmental studies. The intent of the Parks Division is to maintain the present condition of the park and where possible enhance its existing natural state. Notwithstanding the initiatives taken by the students of Cardinal Heights Public School, the proposed change in name for Bruleville Park fails to satisfy the park naming guidelines and therefore is not recommended. However, recognizing the importance of the natural characteristics of Bruleville Park and the interest in preserving this stand of mature trees, staff have recommended the change to Bruleville Nature Park to reflect the long term intent for this area.

Attachment

Sheet 'A'



<table border="1"> <tr> <td>7</td> <td>85</td> <td>18</td> </tr> <tr> <td>66</td> <td>18</td> <td>130</td> </tr> <tr> <td>82</td> <td>33</td> <td>118</td> </tr> </table>	7	85	18	66	18	130	82	33	118	<p>CITY OF HAMILTON</p> <p>BRULEVILLE</p> <p>ZONING</p>
7	85	18								
66	18	130								
82	33	118								
<p>This is not a Legal Document For Zoning Verification Please Contact City Building Department.</p>										
<p>Prepared for The City of Hamilton by the Planning and Development Department of The Regional Municipality of Hamilton, Wentworth</p>										
<p>Neighbourhood Boundary</p> <p>Zoning Boundary</p>	<p>0 100m</p> <p>SCALE 30m</p> <p>PLANNING UNIT NO 7202</p> <p>JUNE 1988</p> <p>PAGE NO 16</p>									

CITY OF HAMILTON

D. (ii)

- RECOMMENDATION -

DATE: 1991 October 15

REPORT TO: Mr. K. C. Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. K. C. Christenson, Secretary
Parks and Recreation Citizens'

SUBJECT: Trenholme Neighbourhood Park

RECOMMENDATION:

That the newly created park in the Trenholme Neighbourhood be officially named Trenholme Park.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

The Trenholme Neighbourhood is located on the south east mountain, bounded by Limeridge Road East, Upper Ottawa, Stone Church Road East and the C.N.R..

In the central/east part of this neighbourhood lies a 4.05 ha park site of which the eastern portion was acquired as parkland dedication and the western portion currently owned by the Region will be transferred to City when the land requirements for the East West Freeway portion are finalized. (see attached plan)

Phase I Development of the parkland was completed earlier this year with grading and seeding work. Working with a Neighbourhood Park Committee and the Ward Aldermen, the Parks Development Section employed a 1991 Capital funding commitment of \$45,000.00 from the Park Development Programme utilizing 5% park dedication funds. Phase II will continue in 1992 and will consist of a spray facility, pathways, creative play structure, shelter, multi-purpose play court, plantings, lighting and site furniture.

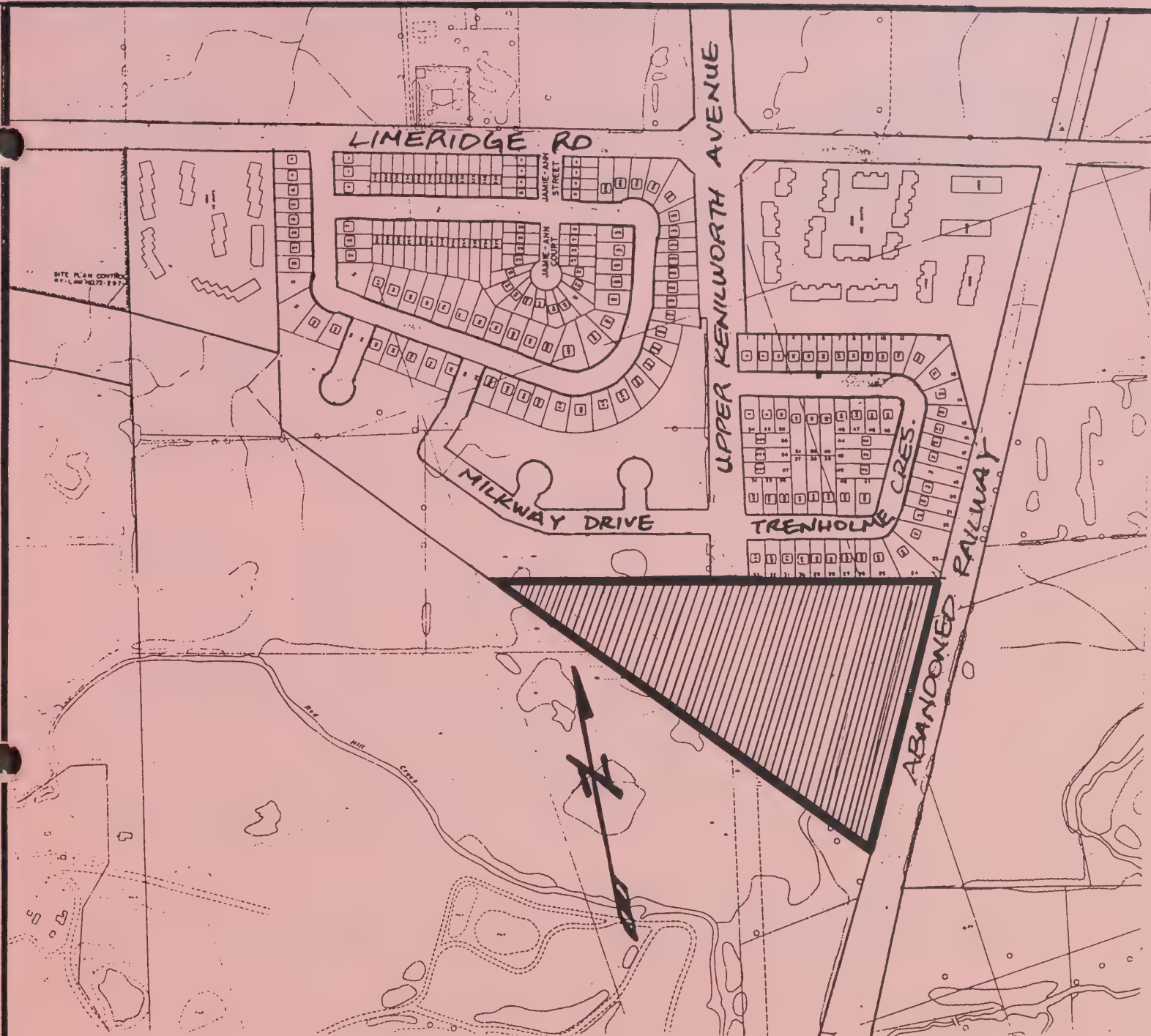
The Trenholme Neighbourhood Park Committee has played a significant role in the park design process and in raising funds to be used for the installation of playground equipment.

The proposed name "Trenholme Park" originates from the Neighbourhood Park Committee and is supported by area residents and Ward Aldermen. (see attached correspondence dated 1991 June 27)

In terms of the approval guidelines for the naming of a neighbourhood park, the first consideration is to use the name of the neighbourhood in which the park is located.

Given the conformity of the proposed name with the park naming guidelines and the source of the initial proposal, staff are pleased to advance the recommendation contained in this report.

Attachments



Project

TRENHOLME PARK

Title

LOCATION MAP

Date JULY 15-91

Scale N.T.S.

Dwg. No.



FILE No. <u>91-256700</u>		
DEPT. PUBLIC WORKS		
JUN 27 1991		
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TO: Mr. R. Chrystian
Manager Parks Div.

FROM: Mr. D. McIndless
Chairman

SUBJECT: Official Name of Park

DATE: June 27/91

Dear Bob

This letter will confirm our conversation on June 5/91, where at which time I asked you for the Guideline's required to officially name the Park.

At the General Committee meeting held on June 19/91, I brought this matter before the Committee for debate and explained the details of the Guidelines to them.

I am pleased to report that on consent of the Committee of a vote of 16 to 3, we wish to Officially name our Park TRENHOLME PARK, and ask that you place this matter before the Parks and Recreation Committee at the proper time for approval.

Yours Truly

Dennis McIndless
Chairman

c.c Aldermen T. Jackson
Aldermen V. Formosi
Mr. C. Firth-Eagland Parks Development

E

Σ .

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 15

REPORT TO: Mr. K. C. Christenson, Secretary
Parks and Recreation Committee

FROM: Secretary
Hamilton Historical Board

SUBJECT: Deaccessioning of Artifact
in the Dundurn Castle Collection

RECOMMENDATION:

That the following artifact be deaccessioned and destroyed:

1969.614 Framed black and white engraving of "Hon. D. McInnis".

A handwritten signature in black ink, appearing to read "J. Christenson", is written over a horizontal line.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

As part of the ongoing effort to improve on-site storage, the above artifact was removed from a basement level closet where it had been badly damaged due to excess humidity. Damage includes an extensive and active mould infestation which obliterates approximately 50% of the image. Fine art conservator Therese Charboneau advised that the image could not be restored, and that the presence of the print in the storage area jeopardizes other works on paper in the collection. She has recommended that it be destroyed. Other images of Hon. D. McInnis are available.

F.

- RECOMMENDATION -

DATE: 1991 October 16

REPORT TO: K. C. Christenson, Secretary
Parks and Recreation Committee

FROM: Tina Agnello, Secretary
Crystal Palace Sub-Committee

SUBJECT: LIST OF WARES FOR TRADEMARK

RECOMMENDATION:

That the list of wares, attached hereto as Schedule "A", be registered with the Crystal Palace Trademark.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

T. Agnello

N/A

BACKGROUND:

At the New Crystal Palace Sub-Committee meeting of Friday, September 27, 1991, the Committee approved attached list of wares to be used for goods to be sold under the New Crystal Palace Trademark. This list is now being brought forward to the Parks and Recreation Committee for approval and subsequent approval by Council.

cc: J. Pavelka, Co-ordinator
L. Farr, Solicitor
E. Seager, Chairperson, New Crystal Palace Sub-Committee

Attach.

SCHEDULE "A"

CRYSTAL PALACE LIST OF WARES

toys and games, namely educational toys, mechanical toys, plastic toys, plush toys, stuffed animals, dolls, rag dolls, doll accessories, puppets, squeeze toys, building and construction toys, jigsaw puzzles, geometric puzzles, dice games, lightsticks, electronic games, video games, card games, playing cards, parlour games, board games, action games, puzzles, balls, masks, balloons, riding toys, toy vehicles, paint sets, toy model kits, inflatable toys, stuffed toys, beach toys, toy chests, wind-up toys, battery-operated toys, toy cameras, toy rockets, toy figurines, hobby kits, modelling compounds, model kits, kites, toy trains, toy blocks, talking dolls or toys, jack-in-the-boxes, skipping ropes, sand box accessories, namely sand pails, shovels, moulds, sieves, hoes and ladels, marbles, pogo sticks, tops, shuffle boards, flying discs, rub-on picture kits, chess and checker sets, marionettes, whistles, cribbage boards, paint-by-number sets, pinball games, handheld video games, horseshoes, road racing and train sets, punching bag toys, rattles, bath toys, toy watches, toy telephones, dart games, toy musical instruments, chalkboards, helmets and hats and masks, records, tapes, toyboxes, flash cards and electronic toys;

mirrors, cosmetic cases, barrettes, pony tail elastics, clips and bobby pins, brushes, combs;

infant accessories, namely infant clothing, infant towels, infant footwear, baby bibs, bonnets, bennie caps and infant headwear;

sporting goods and recreational equipment, namely golf balls, golf markers and tees, squash balls and racquets, badminton birds and racquets, racquetball balls and racquets, tennis balls and racquets, hockey sticks and pucks, baseballs and bats, baseball hats and gloves, footballs, bicycle accessories, namely reflectors, decals and noise makers, bicycle helmets, football, hockey and baseball sweaters, beachballs, beach umbrellas, soccer balls, rugger balls, volley balls, basketballs, headbands, wristbands, and atheltic visors;

tickets and vouchers for the performances, concerts and other entertainment events performend and/or arranged by others;

clothing and all climate clothing, wearing apparel, namely t-shirts, aprons, bibs, sweatshirts, tank tops, swimsuits, hats, toques, bonnets, berets, caps, scarves, fashion squares, neckties, ties, fashion bows, cravats, ascots, dickies, belts, cummerbunds, sunvisors, uniforms, shirts, sweaters, suspenders, sport shirts, gloves, mittens, handkerchiefs, straw hats, turtlenecks, knit shirts, woven shirts, jogging suits, coveralls, jumpsuits, jackets, tops, bottoms, namely slacks, shorts and pants, blouses, polo shirts, golf shirts, underwear, coats, parkas, warm-up suits, bathrobes;

footwear, namely shoes, boots and socks; shoelaces;

food products, namely quick-service convenience food, namely salads and egg dishes; cakes, cookies, tarts, pies, pastries, sweetbreads, muffins, doughnuts, rolls, bread, soups, nuts, pickles, relishes, biscuits, crackers, chewing gum, confectioneries, namely chocolate, chocolate bars, candy, lollipops and bubble gum, dairy products namely milk, chocolate milk, yogurt, ice cream and ice cream bars, sugar, cocoa, potato chips, frozen bars, hot dogs, hamburgers, mustard, ketchup, edible seeds, meats;

apple juice, orange juice, fruit juices, vegetable juices, flavoured water ice, fruit drinks, soft drinks; imported and domestic distilled spirits and liqueurs; wines; beers;

printed goods, office and stationery supplies, namely calendars, calendar pads, agendas, photo albums, two-dimensional stickers, three-dimensional vinyl stickers, envelopes, greeting cards, bulletin boards, note pads, writing paper, posters, post cards, guest books, invitations, letter openers, memo pads, note books, paperweights, bumper stickers, crests, heat-sealed badges and emblems, iron-on decals, stickers, seals, vinyl stickers, pressure-sensitive labels, transfers, scrapbooks, ballpoint pens, felt pens, crayons, fountain pens, rubber stamps, stamp albums, tags, trading cards, stamp pads;

school kits, namely binders, blackboards, blotters, bookmarks, book covers, note paper, clip boards, desk sets, pens, pencils, diaries, erasers, staplers, staples, calculators, pencil cases, pencil boxes, pencil sharpeners, rulers, tags gummed labels, decals;

packaging and wrapping materials, namely gift wrapping, paper, ribbons, bows, string and stickers;

publications namely books, children's books, cut-out books, pop-up books, read-along books, comic books, periodicals, souvenir books, colouring books, story books, magazines and newspapers, coffee table books and tabloids;

posters, paper fans, decorative fans, cardboard auto windshield shades, prints, paintings, brochures, menus, tray liners, sun glasses, magnifying glasses, photographs, and slides;

luggage and accessories, namely travelling cases, handbags, wallets, billfolds, tote bags, athletic bags, duffle bags, shoulder bags, change purses, card holders, garment bags, purses, glasses cases, flight bags, luggage tags, purse mirrors and compacts, handbags, school bags, change holders, beach bags, overnight cases, comb cases, plastic and vinyl cases, and equipment bags; watch straps and umbrellas;

souvenir items, namely pennants, flags, banners, balloons, buttons, statuettes, key chains, key fobs, key tags, bottle openers; match books, lighters, lightsticks, flash lights, engravings, stone etchings, souvenir albums, sculptures, Christmas ornaments,

prefabricated toy models of vehicles, licence holders, badges, car emblems, piggy banks, bottles and flasks, plaques, carvings, inflatables, namely bath toys and plastic toys, transfers, labels, ribbons, awards of merit to be sold to others, figurines, miniatures, teaspoons, thimbles, belts, mascots being life size or replicas thereof for sale by the applicant or for events held at the stadium, trophies for sale by the applicant or for events held at the stadium, baskets, nail clippers, patches, crests, trinkets, stadium replicas, binoculars; wooden boxes;

seat cushions, animal blankets, artificial flowers and plants, bells, coins, commemorative plates, maps, kaleidoscopes, novelty hats;

jewellery, namely bracelets, brooches, chains, charms, cuff links, earrings, lapel pins, lockets, medals, medallions, money clips, music boxes, necklaces, pendants, pins, rings, tie bars, tie clasps, tie tacks and tie pins, watches and straps, wrist bands, watch chains;

carving boards, pot holders, jar openers, fly swatters, oven mitts, magnets, paper weights, ice buckets, lunch boxes and pails, coasters, cheese boards, place mats, paper towels, napkins, serviettes and envelopes; table cloths, paper towels, dish towels, spice mills, tray tables, clocks, candles, candle holders;

car deodorants, car ornaments, cushions, mirrors;

crystal glassware and glassware, namely drinking and decorative glasses, cups, mugs, saucers, beer mugs, steins, plates and bowls, shotglasses, shooter glasses, salt and pepper sets; pitcher sets, bud vases, swizzle sticks, sculptured glass; stained glass;

ceramic ware and china, namely pottery, knickknacks, ceramic and china cups, vases and ceramic and china tableware;

porcelain ware, namely coffee mugs, beer steins, minimugs, porcelain ashtrays, toothpick holders, porcelain salt and pepper shakers, porcelain candy dishes, porcelain bud vases and porcelain bowls;

cutlery, serving platters, ashtrays, vases, decanters;

linens, namely towels and blankets; pillows, cushions; bedspreads, shams, pillow shams; drapery, curtains;

cameras, phonograph records, records and read-along books, cassettes and books, albums, cassettes and picture discs; video and sound tapes, cassettes, compact discs; holograms;

power tools and accessories;

cars, trucks, tractors; motor fuels; lubricants;

tobacco products;
sundries, namely radios;

health and beauty aids, namely cosmetics, namely, lip sticks, shadows, foundation, mascara, blush, eye lining pencils, lip lining pencils, nail polish, false eye lashes, face powder, cleansers, astringents and moisturizers, shampoos and conditioners, soaps, bath oils, body lotions, bath lotions, deodorant, aftershave, perfumes and colognes;

telephones.



Hamilton Redbirds

2.

PHONE (416) 549-5100
FAX (416) 549-3345

HAMILTON BASEBALL ASSOCIATES, INC. 80 OTTAWA ST. N. HAMILTON, ONT. L8H 3Z1

October 11, 1991

Kevin Christenson
City Hall
71 Main Street West
Hamilton, ONT L8N 3T4

Dear Kevin:

Following our conversation of October 10, below is what we request to be included on the Parks & Recreation Committee agenda for the October 22 meeting.

Hamilton Professional Baseball, Inc., the group pursuing Double A baseball for Hamilton are also pursuing bringing the Canadian Baseball Hall of Fame & Museum to Hamilton. On October 24, our group is making a presentation to the Board of Directors of the Hall of Fame to initiate discussions of relocating the Hall of Fame to Hamilton.

What we would like to bring with us to that presentation is a resolution from the Parks & Rec Committee that they endorse our efforts in pursuing the Canadian Baseball Hall of Fame & Museum for the City of Hamilton. After our meeting on October 24 with the Board of Directors, we will report back to the committee with an outline of requirements put forward by the Canadian Baseball Hall of Fame.

I trust this information is what you need for agenda review, if you have any questions, please give me a call.

Sincerely,

Ben Liotta
Vice President, General Manager

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 16

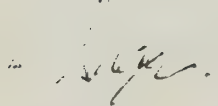
REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: City Management Team

SUBJECT: Regional Stormwater Management Facility

RECOMMENDATION:

- A) That the proposal to construct a Regional Stormwater Management Facility in the Simcoe Street Park be endorsed
- such that the facility be buried
 - such that the facility be maintained to completely eliminate any aroma
 - such that this proposal may proceed to an open-house meeting to receive public input.
- B) That the Director of Property and the City Solicitor be authorized to prepare a lease agreement between the City of Hamilton and the Regional Municipality of Hamilton-Wentworth for the required land crediting the 5% Reserve for Parkland.
- C) That the Director of Public Works be authorized to prepare a grading and landscaping plan for the rehabilitation and enhancement of the site, to be implemented by the Region as a component of the facility development.


L. Sage
Chief Administrative Officer

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The funding for this project has been approved within the Regional Budget.

BACKGROUND:

The Regional Engineering Department is proceeding towards the construction of an underground storm water management facility in the park, west of Bay Street and between Strachan and Simcoe Streets as indicated on the attached plan. This proposed facility is being constructed to improve the water quality of the west Harbour by controlling the overflow of combined sanitary and storm water runoff.

Currently, the sewer system for the area which this facility will service, is discharging the combined storm water and sanitary sewers into the Harbour during periods of peak runoff. This structure will store the discharge and divert the material to the sewage treatment plant during periods of low demand.

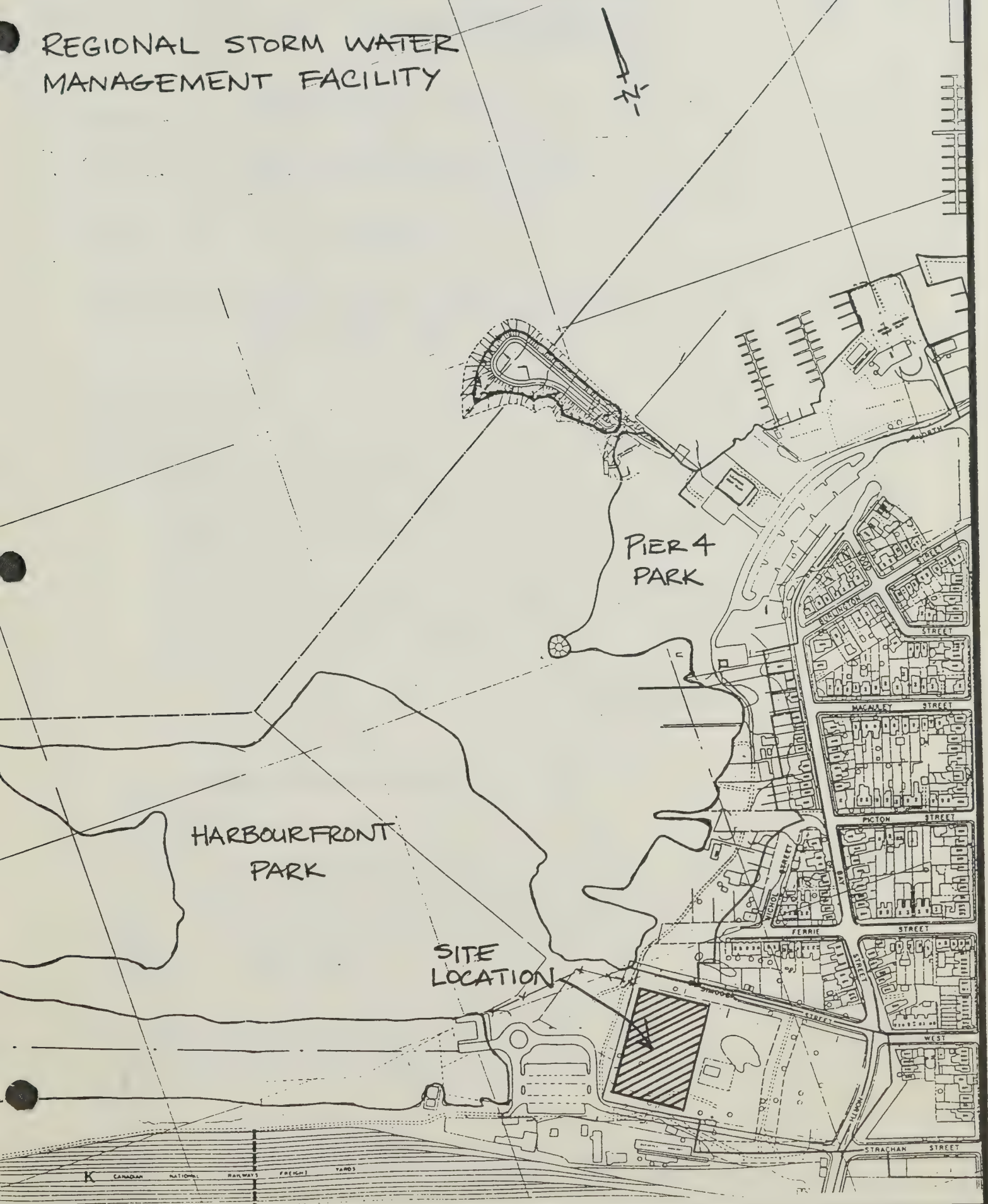
This proposal has been reviewed by the City's Management Team and it is felt that this structure will have a positive impact upon the water quality in the Harbour, improving both the environment and recreational opportunities for Hamiltonians.

The impact of this facility upon the park will be minimized through the development of a comprehensive grading and landscaping plan which will result in the development of the surface of the underground facility to facilitate car parking for the future Harbourfront park.

A public open house meeting to inform area residents and receive input towards the proposal is recommended as a continuing step in the process which encourages public input for developments which affect parkland.

Attachment

REGIONAL STORM WATER MANAGEMENT FACILITY



5 (a)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 11

REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: Rescind Offer to Purchase land from
CP Rail - north side of Main Street West,
west of Cootes Drive

RECOMMENDATION:

- a) That Item 19 of the 13th Report of the Parks and Recreation Committee, approved by City Council on June 25, 1991, authorizing the purchase of a portion of the CP Rail right-of-way on the north side of Main Street West, west of Cootes Drive, subject to an Agreement approved by the City Solicitor, be rescinded in its entirety and that the purchase of the said lands not proceed.
- b) That the Region, through the Engineering Services Committee's Bicycle Advisory Sub-Committee, be requested to consider the acquisition of this parcel to provide a continuous open space link between Dundas and Hamilton.



D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

On June 25, 1991, City Council adopted Item 19 of the 13th Report of the Parks and Recreation Committee authorizing the purchase of a portion of the CP Rail right-of-way to provide a continuous open space link between Hamilton and Dundas. This parcel was 50 feet wide extending some 1,200 feet northerly from Main Street West, adjacent to the new Ronald McDonald House, and was to be purchased for \$401,000.00.

A draft Offer to Purchase the subject lands was obtained from CP Rail which included a condition that the City fully indemnify CP Rail from all environmental liability, past and future. This condition was not acceptable to the Law Department which strongly advised that the purchase not proceed.

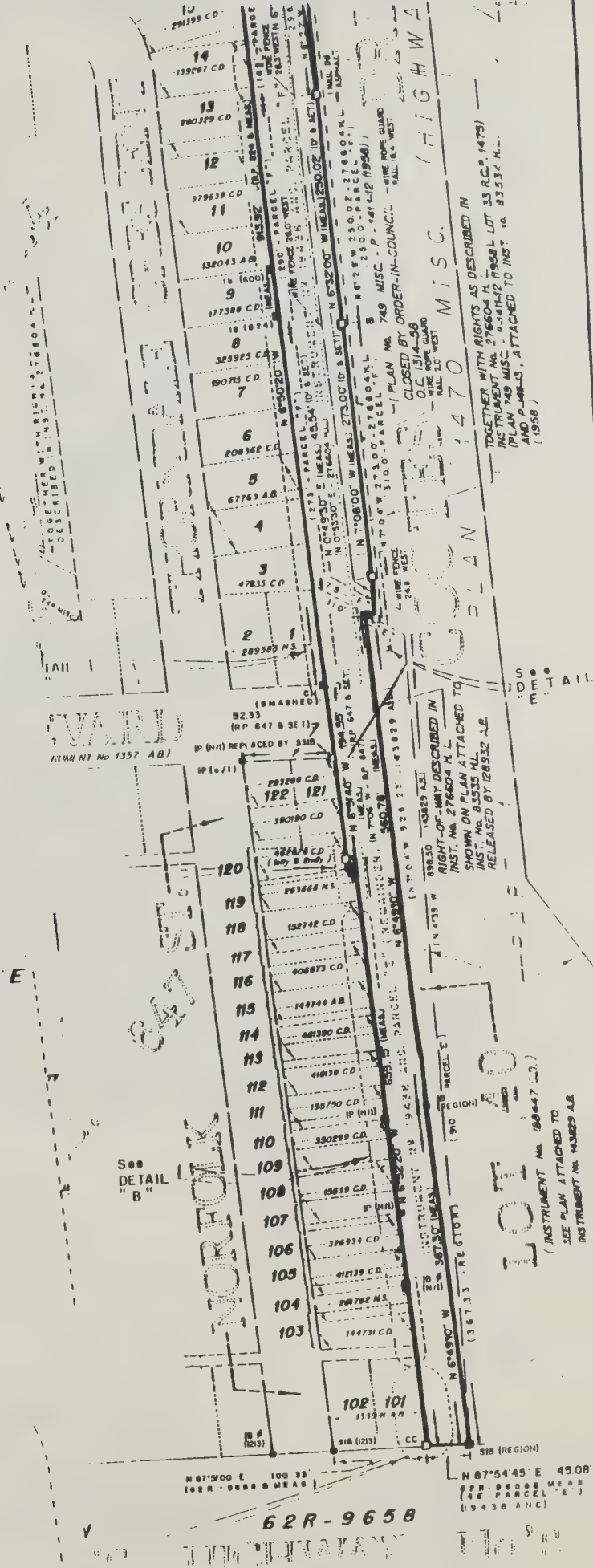
Additionally, the underlying rationale for City purchase has been altered subsequent to our initial representations of interest to CP Rail in 1987.

- a) The City's prime reason for acquisition was to preserve a continuous open space link between Dundas and Hamilton. This is now an area of recent Regional interest and the subject lands would seem to fall within the mandate of the newly formed "Regional Bicycle Advisory Committee".
- b) The Region is the owner of all the abutting lands easterly to Cootes Drive and the most effective and efficient open space linkage would involve a comprehensive plan integrating the subject lands with the Region's existing holdings.
- c) The grant of Regional land to Ronald McDonald House eliminated the need to acquire the commercially zoned land that was not separately available from CP Rail and would have otherwise been required to enhance the commercial development potential of the adjacent commercially zoned Regional lands.

Attach.

- c.c. - Robert M. Morrow, Mayor
- Alderman T. Cooke, Alderman, Ward 1
- Alderman M. Kiss, Alderman, Ward 1
- Mrs. P. Noé Johnson, City Solicitor
- Mr. E. C. Matthews, Treasurer
- Mr. J. G. Pavelka, P.Eng., Director of Public Works

(91C-148 - 4509)





	<p>CITY OF HAMILTON</p> <p>AINSLIE WOOD NORTH</p> <p>ZONING</p>
<p><small>This is not a Legal Document For Zoning Verification Please Contact City Building Department</small></p>	<p>0 50m 100m</p> <p>SCALE</p> <p>Prepared for The City of Hamilton by the Planning and Development Department at the Regional Municipality of Hamilton-Wentworth</p> <p>PLANNING MAP NO 6907</p> <p>JUNE 1990</p> <p>PAGE NO. 3</p>

CITY OF HAMILTON
- RECOMMENDATION -

5.(b)

DATE: 1991 October 16

REPORT TO: Mr. K. Christenson, Secretary
Parks & Recreation Committee

FROM: Mr. D. W. Vyce, Director
Property Department

Mr. Bob Sugden
Director of Culture and Recreation

Mr. T. Bradley, Manager
Purchasing Department

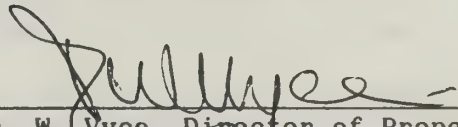
SUBJECT: Architect Selection for a
New Club House, Hamilton Tennis Club

RECOMMENDATION:

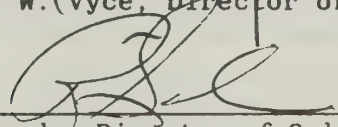
- a) That the Corporation of the City of Hamilton enter into a contract, satisfactory to the City Solicitor, with John Mokrycke Architect, Hamilton, for a maximum contract price of \$20,000.00. For full architectural and engineering services in the design, contract documentation and administration of construction of a New Club House for the Hamilton Tennis Club.

NOTE:


This total is made up of	\$16,850.00	Fixed Fee
	1,180.00	Good & Services Tax (G.S.T.)
	<u>1,970.00</u>	Contingencies
TOTAL	<u>\$20,000.00</u>	



D. W. Vyce, Director of Property



R. Sugden Director of Culture & Recreation



T. Bradley, Manager of Purchasing

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

a)	Project budget approved through the Parks & Recreation Committee in the 1991/95 Capital Budget.....	\$300,000.00
b)	The Hamilton Tennis Club will fund 20% of the project costs not to exceed \$50,000.00. Payable before construction starts.....	<u>\$ 50,000.00</u>
	TOTAL AVAILABLE BUDGET	\$350,000.00
c)	Appointment of Architect approved by the Parks and Recreation Committee, 14th Report Item 13 & City Council July 30, 1991.....	<u>\$ 20,000.00</u>
	TOTAL REMAINING PROJECT BUDGET	<u>\$330,000.00</u>

BACKGROUND:

1. DESCRIPTION OF PROJECT

In co-operation with the Hamilton Tennis Club, the City of Hamilton will design and build a new all-season tennis clubhouse. The new building will be positioned to the rear of the existing building in such a location as to permit construction of one additional tennis court.

Project costs are to include construction of the new clubhouse, demolition of the existing building, removal of the existing building foundation and compaction suitable for the new tennis court, construction of the new tennis court, relocation of court lights and additions as appropriate to maintain illumination levels, expansion of the court ground watering and drainage system, additional security fencing as required, site landscaping, and building furnishings.

2. The City funding available for this project in the 1991-1995 Capital Budget amounts to \$300,000.00. The Hamilton Tennis Club have agreed to provide funding towards this project as well so that the new facility will in fact become a reality. The Club is prepared to pay the City \$50,000.00 before construction commences.

The total funding available would therefore be \$350,000.00. While the Architectural Division estimate for the building is in excess of this amount (\$490,000.00), we believe there is a distinct possibility that the building could be built for \$350,000.00 because of the current favourable market conditions. This can only be determined when the project goes to tender. In order for it to proceed to tender, full Architectural drawings must be prepared at an estimated cost of \$20,000.00. These fees and the plans derived there from are at risk should the City decide not to proceed with the project after tendered construction prices are known.

BACKGROUND:.....Cont'd

3. ARCHITECTURAL DIVISIONS PRELIMINARY ESTIMATE

Estimated Construction.....	\$330,000.00
Estimated Consultants Fees.....	28,000.00
Estimated Demolition, Permits, Etc.....	72,000.00
Estimated Furnishings.....	40,000.00
Estimated Contingency.....	<u>20,000.00</u>

ESTIMATED TOTAL PROJECT COST \$490,000.00

4. The project team consisting of the Hamilton Tennis Club, Culture and Recreation and Property Department is optimistic regarding the development of this facility for \$140,000.00 less than the estimate of \$190,000.00. This is mainly due to the favourable market condition we are presently experiencing. If these extraordinary competitive prices are not received, then the Tennis Club will reduce their requirements to suit the higher prices.

CONSULTANT SELECTION

1. An advertisement was placed in the Hamilton Spectator asking for Architectural/Engineering services for the New Club House. In total 23 firms replied. The Project Brief was picked up by all the firms and asked for fee proposals through the Purchasing Department by 3:00 p.m. Wednesday September 18, 1991.

2. Sixteen proposals were received, based on the project brief and a construction estimate of \$310,000.00. The five low firms were picked to be interviewed and evaluated by the Selection Committee. The basic fee received excluding G.S.T. by the 5 firms interviewed were.

.1	Igor Barta Architect, Burlington, Ontario.....	\$ 15,150.00
.2	John Mokrycke Architect, Hamilton, Ontario.....	\$ 16,850.00
.3	Richard Butterworth Architect Inc. Hamilton, Ontario.....	\$ 18,500.00
.4	Bruce Berglund Architect, Hamilton, Ontario.....	\$ 19,840.00
.5	Trevor P. Garwood-Jones Architect, Hamilton, Ontario.....	\$ 19,840.00

3. The Selection Committee comprised of 2 non-voting members of the Tennis Club and 3 voting staff members representing the Property, Purchasing and Culture and Recreation Departments, unanimously chose John Mokrycke Architect.

4. The Criteria used by the Selection Committee to evaluate the firms were:

- .1 Quality of Service
- .2 General and specific project experience
- .3 Past performance
- .4 Presentation
- .5 Overall perception
- .6 Fee for services rendered

CONSULTANT SELECTION.....Cont'd

5. The project brief prepared by the City of Hamilton outlines the project and is available for reference from the project manager Mr. Don Keba who can be reached at (416) 546-4611.

c.c. Ms. C. Secore, Manager of Planning Services
Mr. G. Smith, Manager of Technical Services
Mr. R. Martiniuk, Manager, Architectural Division
Mr. P. Mitchum, Hamilton Tennis Club
Mr. C. Sampson, Hamilton Tennis Club
Mr. D. Keba, Project Manager

5 (<)

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1991 October 15 *OCT 15 1991*

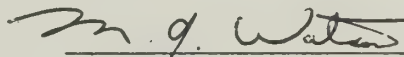
REPORT TO: Mr. Kevin Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. D. W. Vyce
Director of Property

SUBJECT: 25 Tecumseh Street
Historical Acquisition

RECOMMENDATION:

- a) That an Option to Purchase by the City of Hamilton, duly executed on October 11, 1991 and scheduled for closing on or before January 10, 1992, by the owner, William Klippenstein, of the lands and premises situated in The Regional Municipality of Hamilton-Wentworth, in the City of Hamilton being composed of part of Lot 59, Registered Plan 228, having a frontage of 9.45 metres (31 feet), more or less, along the southerly road limit of Tecumseh Street, by a depth of 30.7 metres (101 feet), more or less, and comprising a total area of 290.87 square metres (3,131 square feet), more or less, together with all structures erected thereon, formerly the Gardener's Cottage of Sir Allan MacNab and more particularly described as Municipal Address 25 Tecumseh Street, be accepted and completed. The purchase price of \$150,000.00 be charged to Account Centre CH 00120 (Reserve for Acquisition of Historic Property).
- b) That as consideration in the amount of \$2.00 has been paid to the owner pursuant to the Agreement, this amount be deducted from the purchase price.
- c) That the Mayor and City Clerk be authorized to execute the necessary documents.



D. W. Vyce

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

See above recommendation.

BACKGROUND:

This property, formerly the Gardener's Cottage of Sir Allan MacNab and designated as a building of architectural and historical significance, has been deemed integral to the long term restoration plans for the grounds of Dundurn Castle.

City Council, through its approval of the 19th Report of the Parks and Recreation Committee, on October 8, 1991, directed:

- a) That the Director of Property be authorized to proceed with the acquisition of the property known as 25 Tecumseh Street, adjacent to the grounds of Dundurn Castle, which originally was Sir Allan MacNab's Gardener's Cottage.
- b) That the City Treasurer be requested to prepare a recommendation to the Finance and Administration Committee to recommend the method of financing, for an amount not to exceed \$175,000.00.

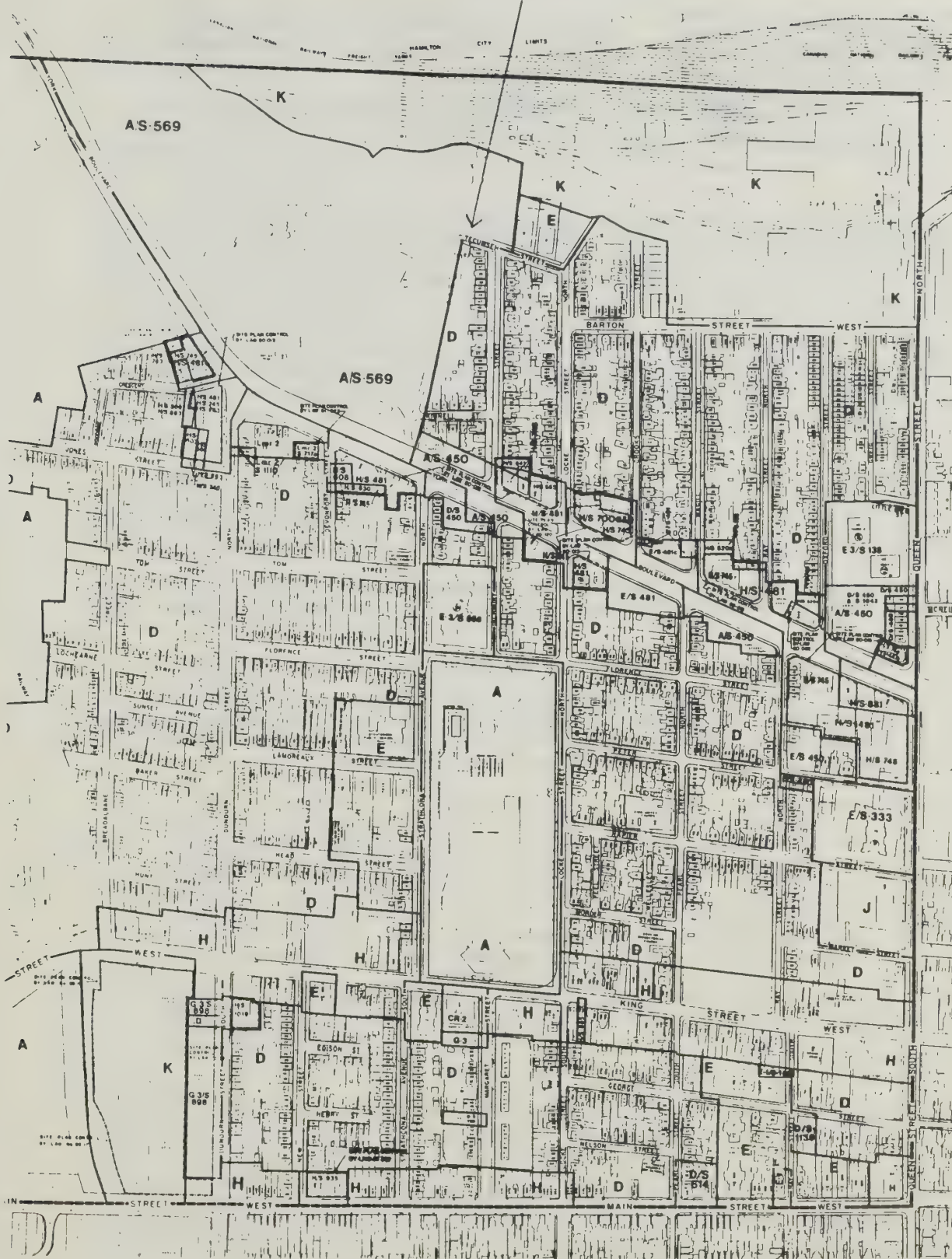
As such, the Real Estate Division has endeavoured to acquire the subject property.

The purchase price of \$150,000.00 reflects the market value, together with an additional interest attributable to this property's past historical significance.

Attach.

- c.c. - Alderman T. Cooke, Alderman, Ward 1
- Alderman M. Kiss, Alderman, Ward 1
- Mrs. P. Noé Johnson, City Solicitor
- Mr. E. C. Matthews, Treasurer
- Ms. L. MacNeil, Property Clerk, Surveys
- Mr. R. Sugden, Director of Culture & Recreation

SUBJECT PROPERTY



38 40 107
135 127 21
136 82 41

CITY OF HAMILTON

STRATHCONA

2011/12

OPTION TO PURCHASE

BETWEEN: WILLIAM KLIPPENSTEIN

Hereinafter called "the Owner"
OF THE FIRST PART:

State and Garman
In care of Barristers, Solicitors, Notaries Public
1036 Upper James Street
Hamilton, Ontario L9A 3A8 Attention: Mr. Terry Garman

THE CORPORATION OF THE CITY OF HAMILTON

Hereinafter called "the City"
OF THE SECOND PART:

In consideration of the sum of Two-----DOLLARS (\$2.00) paid by the City to the Owner (the receipt whereof is hereby acknowledged) the Owner hereby grants to the City the sole and exclusive option, irrevocable within the time for acceptance herein limited, to purchase the following property owned by the Owner, namely the lands and premises situate in the City of Hamilton in the Regional Municipality of Hamilton-Wentworth and being composed of Part of Lot 59, Registered Plan 228, more particularly described as having a frontage of 9.45 metres (31 feet) more or less, along the southerly road limit of Tecumseh Street, by a depth of 30.7 metres (101 feet) more or less, and comprising a total area of 290.87 square metres (3,131 square feet) more or less, formerly the Gardener's Cottage of Sir Allan MacNab and known municipally as 25 Tecumseh Street.

Forming part of this Option to Purchase are Schedule(s) A attached hereto.

The purchase price of the said property shall be the sum of One Hundred and Forty ^{FIFTY} ~~Thousand~~-----DOLLARS (~~\$140,000.00~~) of ^{W K} lawful money of Canada. _{150 000.00}

The sum of \$2.00 already paid to (the agent for) the Owner as consideration for the granting of this Option shall be credited to the City and allowed as part of the purchase price.

The Option hereby granted shall be open for acceptance by the City up to, but not after, the 3rd day of December 1991, and may be accepted by a letter mailed or delivered to the Solicitor at the above address. In the event that this Option is not accepted this Option and everything herein contained shall be null and void and no longer binding upon any of the parties hereto and the Owner shall be entitled to retain the said sum given as consideration for the granting of this Option.

In the event of and upon the acceptance of this Option by the City this option and the letter accepting this Option shall then become a binding contract of purchase and sale between the parties hereto and payment of the said purchase price to the Owner shall constitute complete satisfaction to the Owner for all actions, claims and demands of the Owner for compensation for lands expropriated, for compensation for lands injuriously affected, if any, and for costs, if any, to which the Owner may be entitled by reason of the City having passed a by-law or by-laws expropriating the said lands or any part or parts thereof and for damages and costs, if any, by reason of the act, neglect or default by the City or by anyone on its behalf in respect of the said lands.

Provided that the title is good and free from all encumbrances, except as aforesaid and except as to any registered restrictions and covenants that run with the land, provided that such are complied with. The City is not to call for the production of any title deeds, abstract or evidence of title except such as are in the possession of the Owner.

The City is to be allowed 45 days from the date of the acceptance of this Option to examine the title at its own expense. If within that time any valid objection to title is made in writing to the Owner which the Owner shall be unable or unwilling to remove and which the City will not waive the contract arising out of the acceptance of this Option shall, notwithstanding any intermediate acts or negotiations in respect of such objections, be null and void and the deposit (including the sum paid for the granting of this Option) shall be returned by the Owner without interest and he and the agent shall not be liable for any costs or damages. Save as to any valid objection so made within such time the City shall be conclusively deemed to have accepted the title of the Owner to the real property.

The contract arising from the acceptance of this Option shall be completed on or before January 10, 1992 on which date the Owner will convey the said lands to the City or to its nominee by a good and sufficient deed thereof in fee simple, free and clear of all encumbrances, save as aforesaid, and shall deliver vacant possession of the said lands to the City free of all tenancies, leasehold interests or any other rights or interests therein.

Taxes, including Owner's business tax, local improvements, water and sewer rates, etc., to be apportioned and allowed to the date of completion, and no adjustment shall be made for fuel oil.

The Vendor agrees to cancel and terminate all insurance pertaining to the said premises, no later than the actual date and time of closing and prior to the grant, conveyance or transfer of ownership and title to the purchaser, said cancellation and transfer shall be at the full cost and expense of the Vendor.

Pending completion of the sale arising out of the acceptance of this Option the Owner will hold all fire insurance policies and the proceeds thereof in trust for the parties hereto as their interests may appear and in the event of damage to the said premises the City may either take the proceeds of the insurance, if any, and complete the purchase or may cancel this Option whether accepted or not and have all monies theretofore paid (including the sum paid for the granting of this Option) returned without interest.

The Owner covenants and agrees with the City to do nothing to encumber the said property after the execution of this Option by the Owner prior to the completion or other termination thereof, and agrees that the City may, in the presence of the Owner or his representative inspect the property on the said date of completion, prior to closing the transaction.

It is understood and agreed that if the said land is within a redevelopment area, the closing of this transaction is conditional upon the approval of the Minister of Municipal Affairs and Housing under The Planning Act. It is also understood and agreed that if the said land is within an urban renewal area, the closing of this transaction is conditional upon the approval of Canada Mortgage and Housing Corporation.

Any tender or documents or money may be made upon the parties hereto or their solicitors or agents and shall be either by cash or certified cheque or in the case of payment by the City, by means of the City's uncertified cheque.

This Option is to be read with all changes of gender or number required by its context.

Time shall be of the essence of this Option and of the contract arising from the acceptance thereof which shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

DATED at Wilmington this 11 day of Oct A.D., 19 91

SIGNED, SEALED AND DELIVERED
in the presence of

William Klippenstein

) William Klippenstein (Seal)
) WILLIAM KLIPPENSTEIN
) _____ (Seal)
) _____ (Seal)
) _____ (Seal)

The Undersigned Spouse of the Vendor hereby consents to the disposition evidenced herein pursuant to the provisions of The Family Law Reform Act, 1978, S.O. 1978, c. 2, as the same may be amended from time to time.

In consideration of the sum of One Dollar (\$1.00), (the receipt of which from the City is hereby acknowledged), the Undersigned Spouse of the Vendor hereby agrees with the City that he/she will execute all necessary or incidental documents to give full force and effect to the sale evidenced herein.

Year Month - Day

Witness _____ Spouse _____ Date _____
(Seal)

9/17/87

SCHEDULE "A"

Property

25 Tecumseh Street
Hamilton, Ontario
L8R 2J6

Owner's Interest

William Klippenstein

Elements of Compensation

Market Value of Realty

~~\$140,000.00~~ WK
150,000.00 WK

Total:

~~\$140,000.00~~ WK

Appurtenances and fixtures for which compensation is being paid as listed below and which must remain on the premises when vacant possession is given.

Floor Coverings:

Linoleum, tiles, carpeting, any covering normally held down with tacks or glue, etc.

Electrical Apparatus:

Built in fans, light fixtures, sockets, bulbs, fuses, wiring, switches, plugs, switch plates, fuse boxes, electrical equipment which is built in, appliances belonging to the City, antennae, air conditioners, door chimes, door bells, etc.

Plumbing:

Toilets, sinks, piping, drains, taps, handles, washtubs, faucets, showers, cistern, and well pumps, and motors, sump pumps and motors, etc.

Miscellaneous:

Awnings, doors, door knobs, locks, screens, storm windows, fences, gates, enclosures, sheds, outbuildings, patio stones, fireplaces, outdoor lights, flame hoods and exhaust fans, furnaces, ducts, humidifiers, thermostats, steps, cupboards, closets, wall mirrors, door mirrors, permanent shelving, mailboxes, shrubs, trees, plants, sod, flowers, gravel, railings, trellises, etc.

It is understood and agreed that all fixtures, fittings and chattels not itemized herein which are left behind on the premises at the time vacant possession is delivered, shall be deemed to be abandoned and The Corporation of the City of Hamilton may dispose of same.

It is also understood and agreed that the amount of One Hundred and Forty Thousand Dollars (\$140,000.00) is full and final payment of all compensation, interest and cost whatsoever which William Klippenstein might be entitled to as a result of the acquisition by The Corporation of the City of Hamilton of the land and buildings known as 25 Tecumseh Street.

Dated at Hamilton this 11 day of Oct 1991

WITNESS:

William Klippenstein William Klippenstein
WILLIAM KLIPPENSTEIN

6.

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1991 October 15

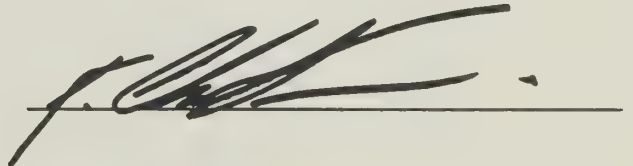
REPORT TO: Mr. K. C. Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. K. C. Christenson, Secretary
Hamilton Historical Board

SUBJECT: Terms of Reference -
Conservation Study for the
Hamilton Museum of Steam and Technology

RECOMMENDATION:

That the Terms of Reference for the Conservation Study, Hamilton Museum of Steam and Technology dated 1991 October 1, attached hereto, be approved.

A handwritten signature in dark ink, appearing to be 'J. Christenson', is written over a horizontal line.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

\$11,000.00 from Account No. CH55406 71405 with potential funding from the National Cost-Sharing Programme.

BACKGROUND:

A conservation study defining the scope of the preservation work and associated costs is necessary to continue negotiations between the Hamilton Museum of Steam and Technology and Historic Sites and Monuments Board for a possible cost-sharing agreement to complete the capital restoration and conservation requirements at the museum. The National Cost-Sharing Programme contributes to the preservation of architectural and historic sites of outstanding national significance.

Terms of Reference
Conservation Study for the
Hamilton Museum of Steam and Technology

- 2 -

1991 October 15

The Historic Sites and Monuments Board at their bi-annual meeting November, 1990 stated that the Museum should be considered as a priority for possible funding assistance. Grants under this programme could amount to up to 50% of allowable restoration costs to a maximum of one million dollars. The restoration work, initiated by the attached Terms of Reference must meet the high standards set by the Minister of the Environment as well as the conservation standards of the museum community.

Staff from the Canada Conservation Institute and Public Works (Environment Canada) have reviewed the Terms of Reference.

Attachment

*CONSERVATION STUDY
FOR THE
1859 HAMILTON WATERWORKS
TERMS OF REFERENCE
HAMILTON MUSEUM OF STEAM AND TECHNOLOGY
3 October, 1991*

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Conservation Study

1.0 GENERAL INTRODUCTION

1.1 Introduction

- 1.1.1 The Cultural Services Division of the Department of Culture and Recreation of the City of Hamilton invites qualified consultants to undertake a conservation study at the Hamilton Museum of Steam and Technology.
- 1.1.2 The purpose of the study is: to analyze the architectural, structural and engineering problems associated with the historic structures and engines as listed in 2.1.3 of the museum; to determine the feasibility of overcoming these problems; and to develop strategies to correct them in a manner consistent with the extreme historical value of the site.
- 1.1.3 The report will form the basis of negotiating a cost sharing agreement between the City of Hamilton and the Canadian Parks Service to provide funding for restoration of the historic structure including the chimney, the pumphouse and the boilerhouse.
- 1.1.4 The report is also guide future preservation, conservation, maintenance and site development work at the museum.

1.2 Cultural Services, Department of Culture and Recreation

- 1.2.1 The Department of Culture and Recreation is dedicated to contributing to the quality of life for the citizens of, and visitors to, the City of Hamilton, through the operation of recreational and cultural facilities (i.e. museums and historic sites), and through a variety of public and educational programmes and events.
- 1.2.2 The Cultural Services Division oversees the operation of the museums. In matters of policy the Division receives guidance from the Hamilton Historical Board, which is composed of 13 interested citizens appointed by the City, and 2 members of City Council.
- 1.2.3 The City's museums comprise four historical museums (Whitehern Historical House, Dundurn Castle, the Hamilton Military Museum, and the Hamilton Museum of Steam and Technology) which preserve and interpret various themes of the history of Hamilton, and the Hamilton Children's Museum which offers a hands-on participatory programme where children learn by

discovery. In 1990, the City's museums had over 130,000 visitors.

1.3 A Short History of the Site

- 1.3.1 The Hamilton Museum of Steam and Technology is housed in the first waterworks built for the City of Hamilton in 1859. The waterworks brought protection from fire and water-borne infectious diseases (such as cholera). The waterworks was the second municipally built waterworks in Canada and the only waterworks in North America to survive intact from this era. The waterworks contains two 70 ton Woolf Compound Walking Beam Steam Pumping Engines.¹ The pumps originally drew water from Lake Ontario and raised it to a reservoir 190 feet above the lake. Water was gravity fed to the city from that point.
- 1.3.2 In response to increased demands for water (primarily for commercial and industrial purposes), a number of changes to the system were made in 1882. The original pumps were replaced by more effective versions. The 4 Cornish boilers were replaced by 2 Single Horizontal Return boilers and the steam pressure was increased from 30 to 60 psi. Pumping capacity was raised from 2.6 to 5.2 million gallons per day. The original waterworks operated continuously from 1859 to 1910 and, as an emergency back-up system, until 1938.
- 1.3.3 In 1887, in response to yet more demand (water use increased 250% between 1875 and 1885), a second pumping station was built immediately north of the original.² This building contained two horizontal cross-compound condensing steam engines and pumps. This station was capable of pumping 8 million gallons of water per day. The station worked in tandem with the original station for many years and was demolished in the 1960s.
- 1.3.4 In 1910, the first electric waterworks was built immediately east of the original waterworks. This building was replaced three years later with a much larger facility.
- 1.3.5 By the 1920s, the site contained: the original 1859 pumphouse, chimney and boiler house; an 1860 Woodshed

¹Normally referred to as the Gartshore engines, after John Gartshore of Dundas, Ontario, the builder.

²Known as the Osborne-Killey station, after the manufacturer, a Hamilton company.

(one half of which was enclosed in the 1920s as a workshop); an 1859 house occupied by the Chief Engineer; 1859 houses for other staff; a series of coal sheds and weigh scales; a rail siding; an 1887 pumphouse and boiler house; a carpenter's shed; and a 1913 pumphouse (with an attached shed containing a small Worthington pump). By 1970, many have these structures had been removed.

- 1.3.6 Starting in the 1970s, efforts began to ensure the preservation of the 1859 Waterworks. The waterworks was opened as a museum in 1983. At that time, the North Gartshore engine was periodically operated (using steam) as a demonstration.
- 1.3.7 In 1988, in the face of concerns for the long term preservation of the site, the operating engine was shut down pending the results of conservation studies.
- 1.3.8 Since 1988, the museum has undertaken a extensive restoration of the exterior masonry of the pumphouse and boiler house and commissioned a preliminary conservation study³. A small percentage of the original sandstone has been replaced and 100% of the pointing (most of recent origin) was replaced.⁴
- 1.3.10 In 1990, the 1913 Building was donated to the museum by the Regional Municipality, which had been using the building as a water meter repair shop. The museum immediately moved offices, art room, workshop and some artifact storage facilities into the building.
- 1.3.11 In 1990, the site (in particular the pumphouse, boiler house and chimney) was designated as an exceptional site of national significance as a priority for a cost-share agreement by the Historic Sites and Monuments Board of Canada. Under the terms of the cost share programme, a complete conservation study is required as a preliminary to establishing specific terms of agreement.

³For detailed descriptions of the work conducted see: Weaver, Martin, "A Promise of Power: A Preliminary Conservation Study of the Old Hamilton Waterworks", 1989; Letter, Martin Weaver to Ian Kerr-Wilson, 28 November 1990; Report, Paul Stumes Historic Assets Conservation Consultants, 24 April 1990; Barbour, Alex and Ken Elder, "A Preliminary Investigation of the Old Hamilton Waterworks Pumping Station on Woodward Avenue," 1990.

⁴Much of the work was required because of unsympathetic water/sand blasting and repointing work carried out some time before the site opened as a museum.

1.4 Hamilton Museum of Steam and Technology Operation

1.4.1 The site and the magnificent engines which they contain are without parallel on the continent. As such, the site is a recognized national (even international) landmark. The waterworks has been declared a National Historic Site and a National Historic Civil Engineering Site. As well, portions of the structures are protected by an easement under the Ontario Heritage Act.

1.4.2 The Museum was established primarily to preserve the 1859 Hamilton Waterworks Pumping Station consisting of the Engine House, the Gartshore Beam Engines, the Boiler House, the chimney and Woodshed.

In addition, the museum is a community based heritage institution providing a balanced range of programmes including the preservation and communication of the Greater Hamilton area's industrial, technological, labour and social heritage.

1.5 Restrictions on Maintenance and Preservation

1.5.1 The Hamilton Museum of Steam and Technology has a collection of several thousand items. However, the most important artifacts are the buildings and engines. The built architectural and engineering features of the site are subject to the same museologically approved standards of preservation and conservation as the more traditional artifacts in the collection. The standards include the following criteria:

- * To preserve the building with minimal intervention, maintaining the original fabric wherever possible;
- * To practice preventive maintenance routines in order to best preserve the original fabric;
- * To document any maintenance work carefully so that original work can be distinguished from replacement work;
- * To use non-abrasive techniques and to use treatments which are reversible, thereby not subjecting the fabric to damage and permitting it to be returned, as nearly as possible, to its original as-found state;
- * To complete and provide research materials so that all maintenance work is done using historically accurate methods and materials (where appropriate).

1.5.2 The engines and auxiliaries, in particular, are in a very largely unaltered state since their last working condition and are worthy of very special consideration and care. They are very probably the oldest steam engines surviving in Canada. Extensive research, new and innovative approaches may be required to deal with the unique condition of these engines.

1.5.3 As well, the buildings and engines are covered by various levels of heritage protection. The following are protected by easements under the Heritage Act:

- * 1859 Pumphouse interior and exterior (including machinery);
- * 1859 Boiler House exterior; and
- * 1859 Woodshed exterior.

All alterations to these structures must be approved by the Ontario Heritage Foundation.

1.5.4 The 1913 Building is designated and protected under the provisions of a Historical By-Law.

1.5.5 Alterations to surfaces and structures covered by the heritage easement (1.5.3) must be approved by the Ontario Heritage Foundation.

1.5.6 The site is a community oriented facility, open to the public (either as casual visitors or booked groups) every day. As such, some level of use and degradation of the site and machinery, through public contact, is inevitable.

The goal of any maintenance/preservation approach will balance the long term preservation of the site and its machinery with programmes to effectively interpret the site to visitors.

Therefore, any maintenance/preservation approach will assume that, at the end of a restoration programme(s):

- * the South Gartshore Engine and Auxiliaries will be stabilized and minimally restored such that adequate maintenance schedules can be carried out;
- * the North Gartshore Engine and Auxiliaries will be stabilized and restored to an appearance of steam operable condition and fitted with an electric friction drive and that, under normal circumstances, the engine will be operated, in a limited manner, using the electric drive. The North engine will remain dry, inhibited and lubricated where necessary to run with

electric power. Consideration should be given to the feasibility of operating the engines under steam on occasion.

- 1.5.7 Any preservation/maintenance schedule must balance care for the buildings and engines with care for other artifacts which may be placed on exhibit in various buildings from time to time.

1.6 Buildings

- 1.6.1 For detailed summaries of most of the conditions of the Pump House, the Boiler House and the Woodshed and the emergency work on the chimney see the support documents.⁵

- 1.6.2 Each building is heated by steam radiators using steam generated by the adjacent Sewage Treatment Plant.

- 1.6.3 Each building is protected by a electronic security system using a combination of contact points and infra red sensors and heat detectors. There are no fire suppression systems on the site.

- 1.6.4 The site has recently installed a new 200 amp/600 volt electrical service. An additional 743 amp/600 volt service is available at the site's transformer.

The existing electrical systems (all connected to a single 100 amp 220 volt service) will be connected into the new service (through transformers) as funding permits.

- 1.6.5 The carpenter's shed and the 1913 building have cold and hot water supplies.

- 1.6.6 There are two buildings not described in detail in existing studies: the 1920s carpenter's shed and the 1913 building. The 1920s carpenter's shed replaced an earlier shed which dates from the very early years of the site. It is red brick construction (with apparently no insulation or vapour barrier) with metal flashings. The building is a single storey with a full earthen floor basement. The building contains the site's public washrooms, library and archives.

The 1913 building is also of red brick construction (with minimal internal wood framing, insulation or

⁵See Weaver, "Promise of Power"; Weaver, Letter, 1990; Barbour and Elder.

vapour barrier). The building originally contained electric pumps and steam turbine pumps. This material was removed around 1970 and the building was converted to a repair shop for water meters. A small corner of the building was converted to office space.

The building now contains artifact storage space, office space, workshop space and art room space. In the future, following extensive upgrading, some part of this building may become permanent exhibit space.

Attached to the 1913 building is a shed which contained a small pump used to distribute water amongst the storage sumps of the installation. The building of red brick construction with an earthen floor. The building now contains the exhaust for the steam radiators in the 1913 building. As a result there is extensive damage to the brick work. The building is used for limited storage.

1.7 Landscape Features

- 1.7.1 The landscape of the Hamilton Waterworks has been dramatically altered over the years. A complete site history has not been developed. In the course of the site's history, the ground has been disturbed, on many occasions, by the construction of new water mains. Many of the valve spindles, associated with this work survive. As they are part of the use period of the site, they too should be preserved. Roadways have been paved, sheds and buildings have been removed. Some original vegetation has been removed as well.

In sum, although not radically altered in surface appearance in most cases, few areas of the grounds remain undisturbed.

Any long term restoration of the landscape must take into account the preservation of use period changes. As well, alteration to the appearance of the buildings, recommended by the conservation study, must be sympathetic to the evolving historic landscape of the site.

1.8 Present Issues

- 1.8.1 The pump base area of the 1859 pump house is consistently flooded with water (between 1/2" and 8"). Testing indicates that the water is ground water. The dampness is causing significant corrosion on the engines and auxiliaries. Temporary sump pumps are in

- place to stabilize the situation. A long term solution is required.
- 1.8.2 The South Gartshore Engine will not rotate. At some point since 1938 (the last year in which the engine ran), this engine has corroded to the extent that it can no longer move. The engine must be stabilized and restored to the extent that will permit long term maintenance.
- 1.8.3 The North Gartshore Engine was somewhat altered in order to allow steam operation. Where possible and appropriate modern intrusions should be removed and a preservation and maintenance regime established.
- An appropriate method of electric operation must be developed.
- 1.8.4 Both 1.2 and 1.3 will require extensive investigation.
- 1.8.5 None of the buildings have provisions for environmental controls. There is little or no insulation and vapour barriers.
- 1.8.6 Emergency stabilization of the chimney was carried out in late 1990. A long term solution is required. An investigation and restoration of the exterior is also required.
- 1.8.7 The carpenter's shed and the 1913 building have not been investigated for structural shortcomings. Visual inspections indicate broken flashings, severe corrosion of some steel supports and extensive salt deposits on brick work.

1.9 Objectives

The primary objective of this study is the production of a comprehensive conservation plan which will:

- * guide future structural, systems, preservation, restoration, conservation and maintenance work on the buildings and engines comprising the Hamilton Museum of Steam and Technology in the foreseeable future;
- * provide a prioritized schedule for the future work;
- * provide a basis for developing cost estimates, drawings and specification documents for future work;
- * provide a basis for negotiating a cost share agreement with the Canadian Parks Service and securing additional grant funding from other levels of government; and

- * provide sensitive and museologically sound recommendations.

2.0 CONSERVATION PLAN REQUIREMENTS

2.1 Tasks

2.1.1 The consultant shall complete, or have completed on the City's behalf, the following tasks in a professionally competent manner using appropriate methodologies, finding an appropriate balance between preservation, interpretation and planned museum space applications:

- * a review and summary work of earlier reports;
- * a review of conservation and maintenance work carried out since the preliminary conservation reports including work on exterior restoration, drains, woodshed, chimney and electrical service;
- * a detailed description of the deficiencies to the structure, fabric, architectural details, engines and auxiliaries of the site's buildings (current and projected) plus a description of the causes and sources of these failings, including (where necessary) diagrams and photographs;
- * a detailed description of any deficiencies and inadequacies (current and projected) of the site's service system (water, electrical, heating, safety, security);
- * a detailed description (based on on-site research) of strategies for overcoming the above problems balancing effectiveness, historical appropriateness, museological soundness, and cost effectiveness;
- * a recommended time table in order of urgency, budget projections and realistic alternative strategies;
- * a building maintenance manual for each structure and an engine maintenance manual for each engine;
- * each engine manual will include specifications for lubricants and protective coatings;
- * an estimate of additional operating costs and issues (current and projected) associated with the above work.

2.1.2 Specific attention will be given to:

- * determining, in consultation with museum staff, the most appropriate manner for operating the Gartshore engines and auxiliaries and developing preservation, maintenance and conservation programmes on the basis of the mode of operation;
- * conducting an investigation into ground water levels around site and recommending solutions;
- * developing stabilization, and maintenance, programmes for the north and south Gartshore engines and auxiliaries;
- * developing stabilization, preservation and maintenance programmes for the chimney, boiler house and pumphouse.

2.1.3 For this study, the site's structures include:

- * chimney exterior and interior;
- * south Gartshore engine and auxiliaries;
- * north Gartshore engine and auxiliaries;
- * pumphouse interior and exterior; and
- * boilerhouse exterior and interior.
- * woodshed interior and exterior.
- * 1913 Building (including the Worthington Shed and surviving equipment and auxiliaries)
- * Carpenter's Shed

FOR INFORMATION

PROGRESS REPORT FOR DUNDURN CASTLE ARCHAEOLOGY PROJECT

OCTOBER 1, 1991

The following report is intended to be a brief outline of the archaeological work accomplished to date. The field component of the research is now in the thirteenth week of a scheduled 16 week period. Excavation to date has been conducted in two separate areas: the kitchen courtyard and the Castle exterior.

Kitchen Courtyard: Details for Restoration

In the September update some preliminary observations were made regarding the condition of the foundations in the courtyard and the steps that would be necessary to rectify the problems. These observations still hold true and some additional information has also become available.

Excavation below the brick patio at the north end of the courtyard has revealed that the ceiling of the vaulted brick tunnel has been damaged by a clay tile drain. During installation of the drain several bricks and pieces of limestone rubble were disturbed. This resulted in a visible hole in the tunnel exterior. Viewed from the interior of the tunnel it is clear that water damage has occurred as a result of this breach in the ceiling. Repairs to the masonry are necessary to prevent further damage.

Work is scheduled to begin in a new square adjacent to the west wing foundation this week. There is reason to believe that this section of the "bowling alley" foundation represents a later construction period than that so far exposed. Excavation in this area therefore will provide additional information on the condition of the below-grade masonry.

Two new excavation units have also been opened adjacent to the Castle foundations on the north and south sides of the building. The foundation in these areas appears to be in a better state of repair than those so far exposed in the kitchen courtyard although more excavation remains to be done in these units.

Kitchen Courtyard: Archaeological/Historical Information

In an earlier update a brief description of the features and artifacts was given and the potential for incorporating this information into the interpretative program at the Castle was discussed. Since that report, more drains have been uncovered and the relative age of these and other features has been established. What is gradually coming to light is that this particular area of the Castle grounds was the scene of much activity in the nineteenth century. What remains to be done is to analyze the artifacts from each of the various periods in order to gain a better idea of the appearance of the courtyard at specific times (e.g. 1800-1832, 1832-1859, 1860-1880).

Historical Research:

Historical research into the history of the Castle grounds continues to be an important component of the project. This has largely been carried out by our dedicated volunteer, Ilia Sutter. This type of research is essential for the interpretation of the archaeological information. In addition, a thorough understanding of the history of the Castle and associated grounds is necessary so that future excavation can be planned and potential ground disturbances (non-archaeological in nature) can be monitored.

Media Coverage:

On September 25, 1991 a follow-up story was done by CHCH T.V. The story focused on the features and artifacts found so far and the future goals of the project. As with the July 25th interview, the response has been positive and we look forward to further coverage. In addition an article written by the project director appeared in the West Hamilton Journal on September 18th and another is planned for next week's edition.

Artifacts:

During the last month of excavation several interesting finds have come to light. In at least two of the excavation units a variety of early nineteenth century ceramics and bottle glass have been recovered. These finds relate to the earliest European occupation of the site and can probably be attributed to Richard Beasley, the first settler in this area of Hamilton.

In addition, three military buttons have been found. Two of these are gilt uniform buttons and the other is a regiment button from the British 41st Regiment. The 41st distinguished itself during the Battle of Detroit in 1812 during which Sir Isaac Brock captured Fort Detroit and forced the surrender of the American troops. The earliest recorded presence of the regiment at Burlington Heights is on June 3, 1813.

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